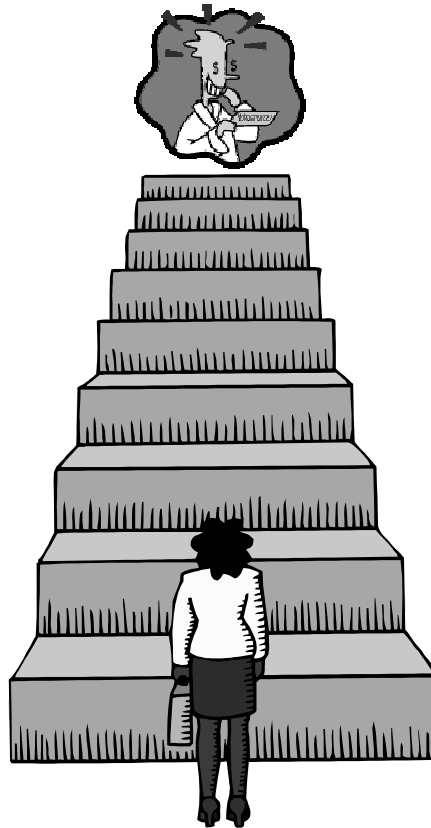




HRAPAY AGENCY PAYROLL

Chapter 2 - Payroll Processes

STEPS TO A SUCCESSFUL PAYROLL



2-2

In order to have a successful payroll, the Agency must ensure that all steps have been completed before OPM Payroll Systems run a live payroll. The deadline for all processes to be completed at the Agency level is 2:00 pm on the Monday after the close of the payperiod. If a holiday occurs, OPM Payroll Systems will specify a deadline date for Agencies to complete their process.

Time Entry – CAT2

[illegible]

2-3

All positive time reporting employees must have their attendance hours and absences hours (if applicable) and negative time reporting employees must have their absences hours (if applicable) recorded in the CATS database.



Time Approval – CATS_APPR_LITE

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help TEST1

Period

Reporting Period Other Period 06/20/2004

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle messages

☐ Automatic Approval (Cust Exit)

2-4

All times that were entered into the CATS database must be approved in order to flow through payroll. It is the responsibility of each Agency to ensure that all time entered has been approved.

It is suggested to ensure all times are approved that you use the dates of the beginning payroll fiscal year begin date through the end of the current payroll period. This will pick up any unapproved time for the current fiscal year. **Note: Any employee that was active in your Agency during the selection period identified will appear on your list for approval.**

Demonstration

Time Transfer (CATA)

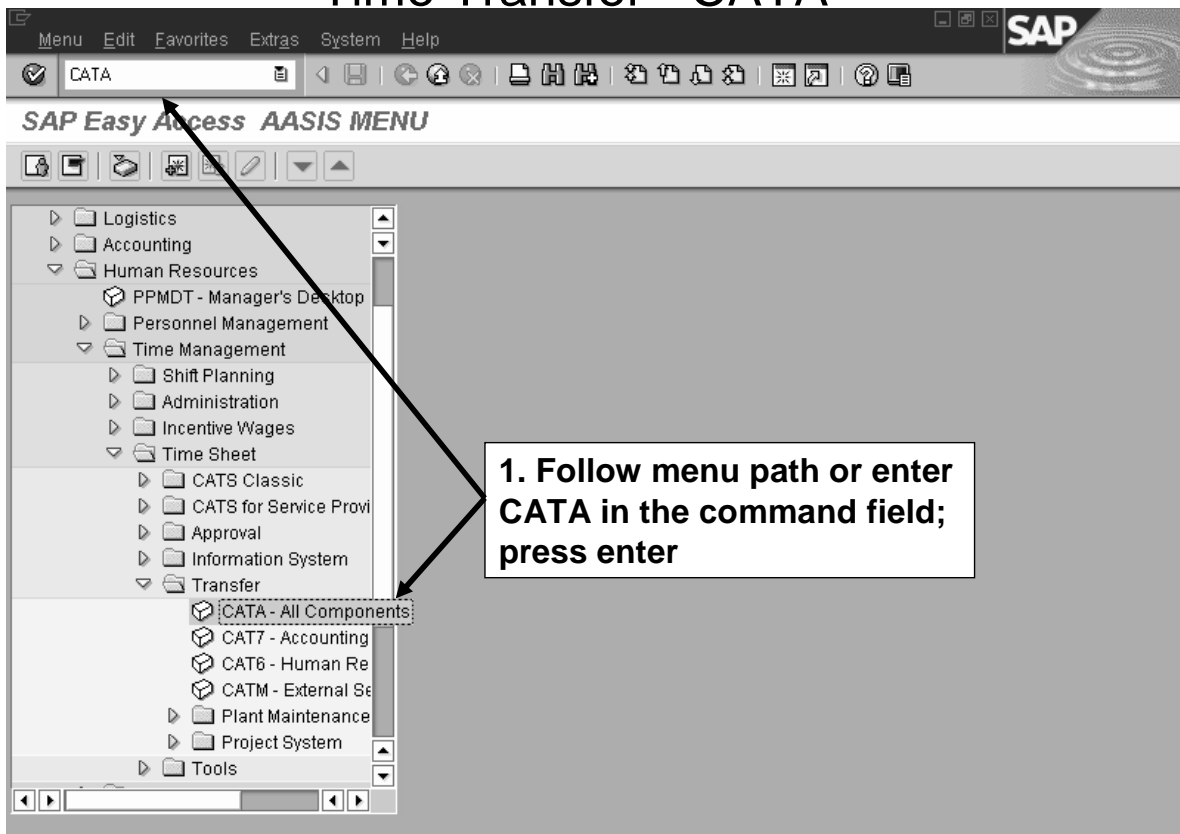


2-5

This process is performed by the Central Time Management role to transfer approved time sheet data records from the CATS database to the HR module. This transfer process is usually performed on a nightly batch job. However, the Central Time Management role must process a repeat transfer each day to see if any errors occurred during the batch process. **On Monday of the payroll cutoff, the Agency MUST process the initial Time Transfer and repeat Transfer after all Master Data has been entered and/or corrections made.**



Time Transfer - CATA



2-6

The menu path is Human Resources > Time Management > Time Sheet > Transfer > All Components.



Time Transfer - CATA

Time Sheet: Transfer to Target Components

Further selections

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period: 08/29/2004 To: 09/11/2004

Selection

Personnel number: []

Business area: []

Administrator group: []

Time recording administrator: []

More Selection Options

Order (PM/CS): [] to []

Network (PS): [] to []

Document no. (CO/PM/CS/PS): [] to []

Target Components

2-7

The data selection period enables you to specify the period in which employee data records are read.

If records were changed before the current payroll period, remember to change the begin date in order to capture those hours for transfer.



Time Transfer - CATA

Time Sheet: Transfer to Target Components

Further selections

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

From 08/29/2004 To 09/11/2004

3. Enter criteria

Selection

Personnel number		
Business area		
Administrator group	FA01	
Time recording administrator		


More Selection Options

Order (PM/CS)		to	
Network (PS)		to	
Document no. (CO/PM/CS/PS)		to	

Target Components

2-8

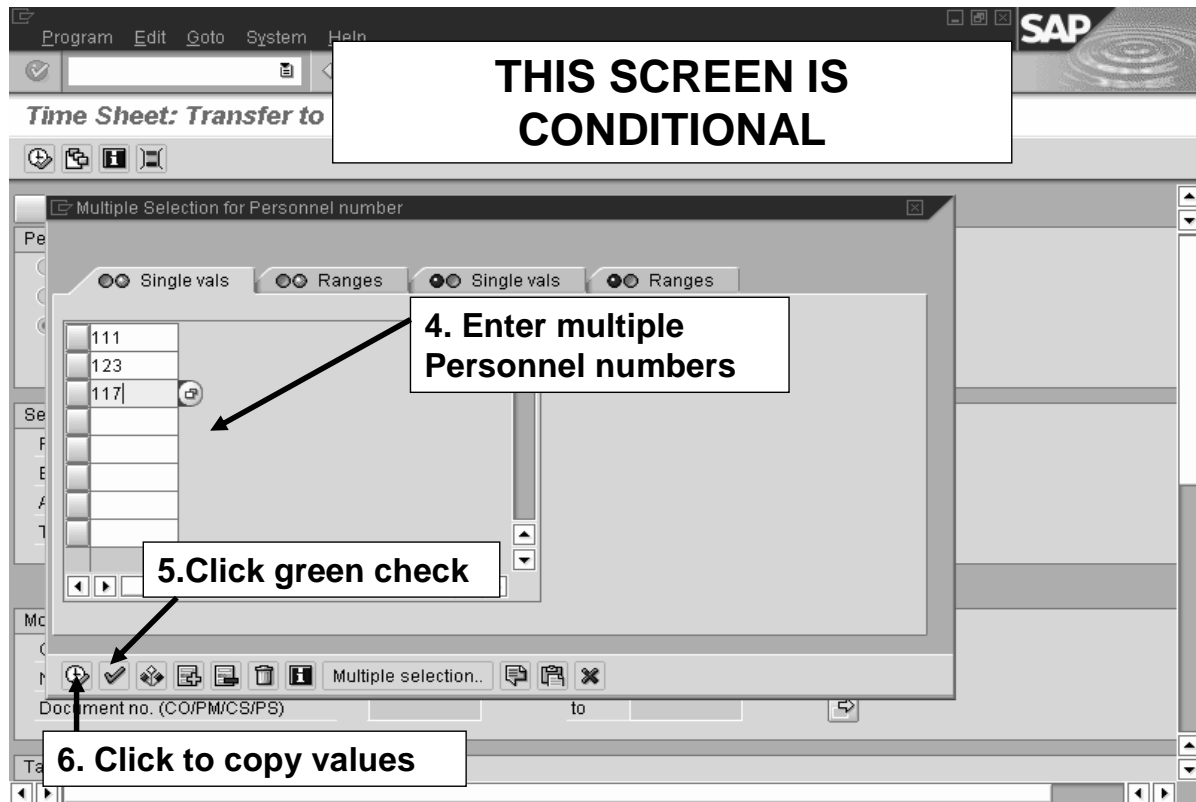
Selection criteria must be specified in order to tell the system which group of employees to select for time transfer. You may select your employees by different options such as Personnel number, Business area or Administrator group. **Note: The Administrator group is the Personnel area.**

If you have more than one area that you are responsible for, you may enter the criteria as multiples by clicking the multiple selection icon  at the end of the desired option.

If you have entered the desired criteria, skip to Step 7.



Time Transfer - CATA

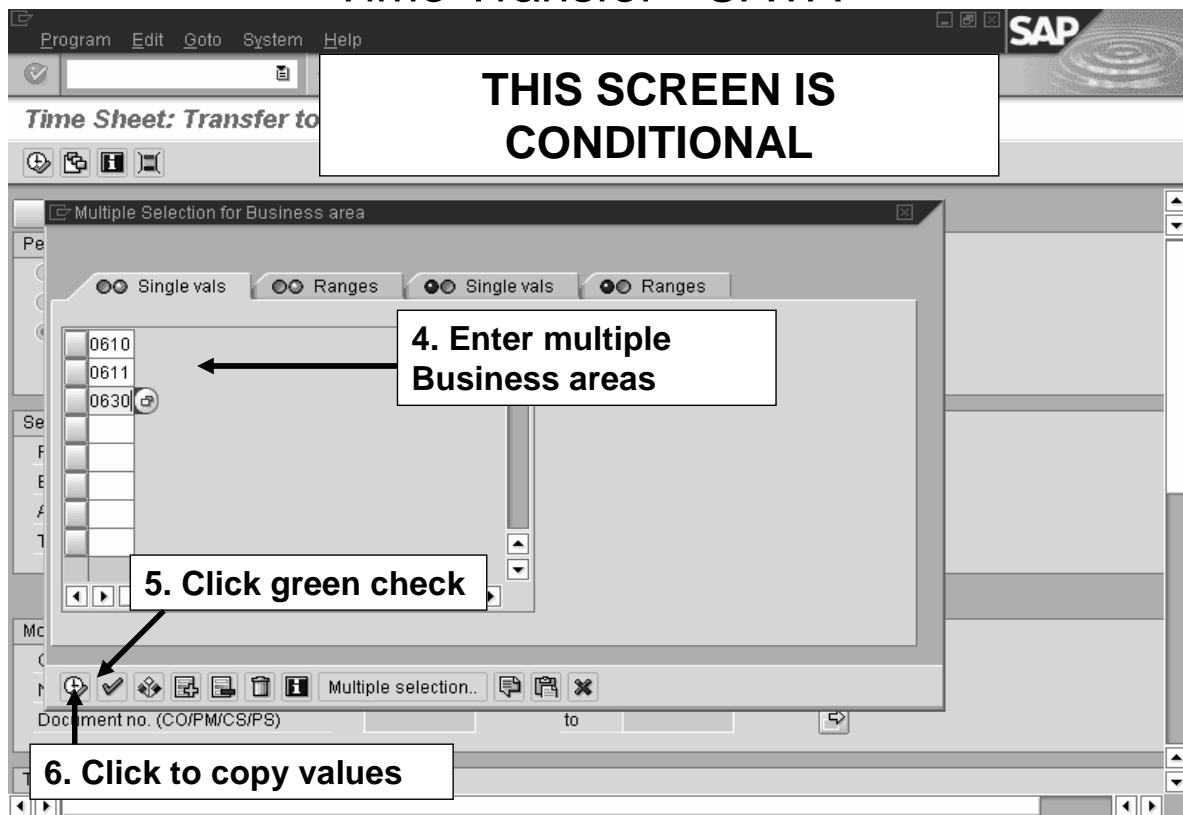


2-9

THIS IS CONDITIONAL: List all personnel numbers



Time Transfer - CATA

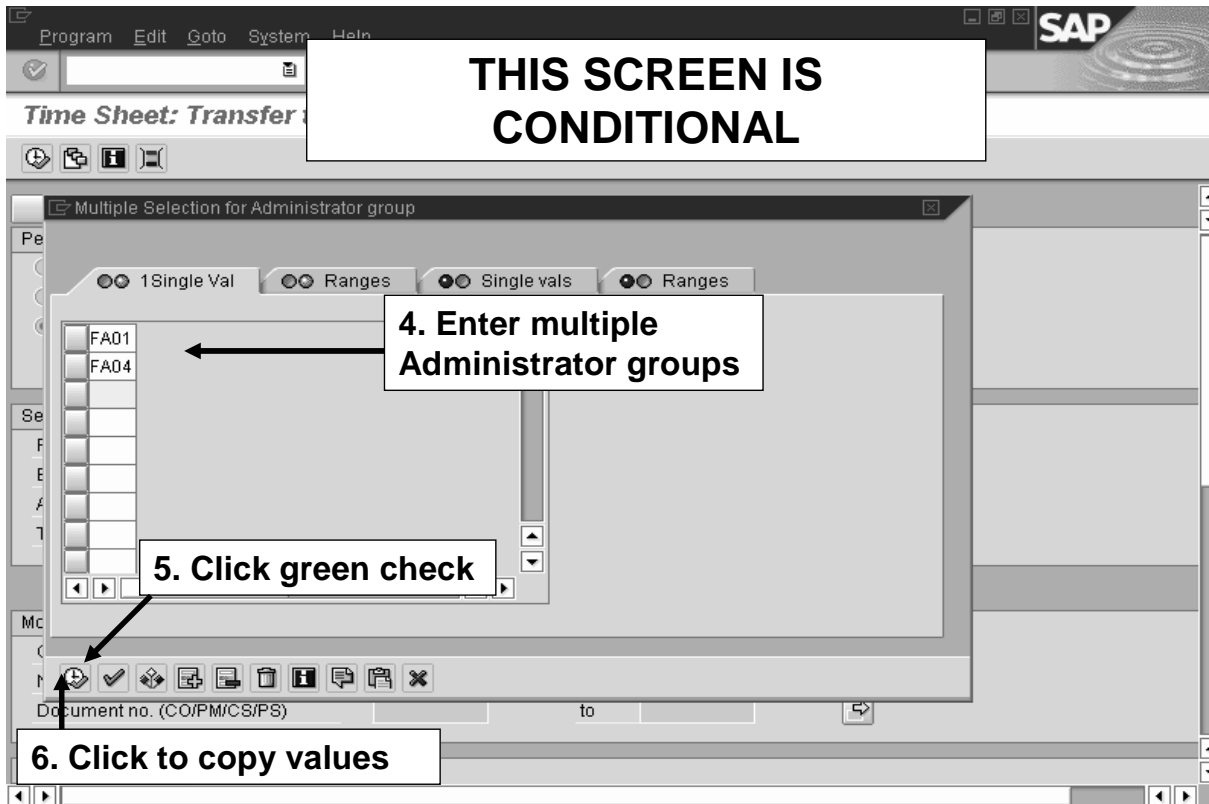


2-10

THIS IS CONDITIONAL: List all Business areas



Time Transfer - CATA



2-11

THIS IS CONDITIONAL: List all Administrator groups (Personnel Areas)



Time Transfer - CATA

7. Click to check Human Resources

Document no. (CO/PM/CS/PS)

Target Components

- ☒ Human Resources
- ☐ Controlling
- ☐ Plant maintenance/Cust.service
- ☐ Project System

Posting Date

Posting date (CO/PM/CS/PS)

Post. date for cancel. (PM/PS)

Control Parameters

Number of tasks (PM/CS/PS) 1

No. lock attempts (PM/CS/PS) 99

☒ Log (HR/PM/CS/PS)

2-12

You must check the Human Resources box in order for the records to transfer to the proper table.



Time Transfer - CATA

2-13

The log will be automatically selected by default. The log will display a detailed list of the time entries that will be transferred. You may uncheck this box but it is recommended that the log be viewed.



Time Transfer - CATA

9. Click to execute

8. Click to uncheck

Target Components

Project System

Posting Date

Posting date (CO/PM/CS/PS)

Post. date for cancel. (PM/PS)

Log (HR/PM/CS/PS)

Test run

Direct transfer mode (HR)

Repeat transfer (HR)

Transfer w/o dates (PS)

Ignore warnings (CO)

Personnel number in CO doc.

2-14

The test run box will be automatically selected by default. In order for your records to transfer to the Human Resources table, you must uncheck the Test run box. If you execute Time Transfer with the Test run box checked, your records will be read but not transferred.



Time Transfer - CATA

DISPLAY PURPOSES ONLY

Transfer Time Data to HR Time Manag

Number of data records read: 76

Test run: No data was transferred

	Cxd	Pers.No.	Valid From	A/AType	Hours	Crcy	WT	Number	TMU	Amount	Type	Number
<input type="checkbox"/>	000	111	09/10/2004	ATTN	4.00			0.00				1
<input type="checkbox"/>	000	111	09/10/2004	ATTN	4.00			0.00				2
<input type="checkbox"/>	000	111	09/09/2004	ATTN	4.00			0.00				3
<input type="checkbox"/>	000	111	09/09/2004	ATTN	4.00			0.00				4
<input type="checkbox"/>	000	111	09/08/2004	ATTN	4.00			0.00				5
<input type="checkbox"/>	000	111	09/08/2004	ATTN	4.00			0.00				6
<input type="checkbox"/>	000	111	09/07/2004	ATTN	4.00			0.00				7
<input type="checkbox"/>	000	111	09/07/2004	ATTN	4.00			0.00				8
<input type="checkbox"/>	000	111	09/06/2004	ATTN	4.00			0.00				9
<input type="checkbox"/>	000	111	09/06/2004	ATTN	4.00			0.00				10
<input type="checkbox"/>	000	111	08/30/2004	ATTN	4.00			0.00				11

2-15

If the test run box is checked, this screen will be displayed. Remember the data was only read and not transferred. **Click the green arrow back button and uncheck the test run to actually transfer records.**



Time Transfer - CATA

Transfer Time Data to HR Time Management

10. Click green arrow

Number of unsuccessful postings: 0
Number of data records read: 76
Number of successful postings: 76

Cxd	Pers.No.	Valid From	A/AType	Hours	Crncy	WT	Number	TMU	Amount	Type	Number
	111	09/10/2004	ATTN	4.00			0.00				1
	111	09/10/2004	ATTN	4.00			0.00				2
	111	09/09/2004	ATTN	4.00			0.00				3
	111	09/09/2004	ATTN	4.00			0.00				4
	111	09/08/2004	ATTN	4.00			0.00				5
	111	09/08/2004	ATTN	4.00			0.00				6
	111	09/07/2004	ATTN	4.00			0.00				7
	111	09/07/2004	ATTN	4.00			0.00				8
	111	09/06/2004	ATTN	4.00			0.00				9
	111	09/06/2004	ATTN	4.00			0.00				10
	111	08/30/2004	ATTN	4.00			0.00				11

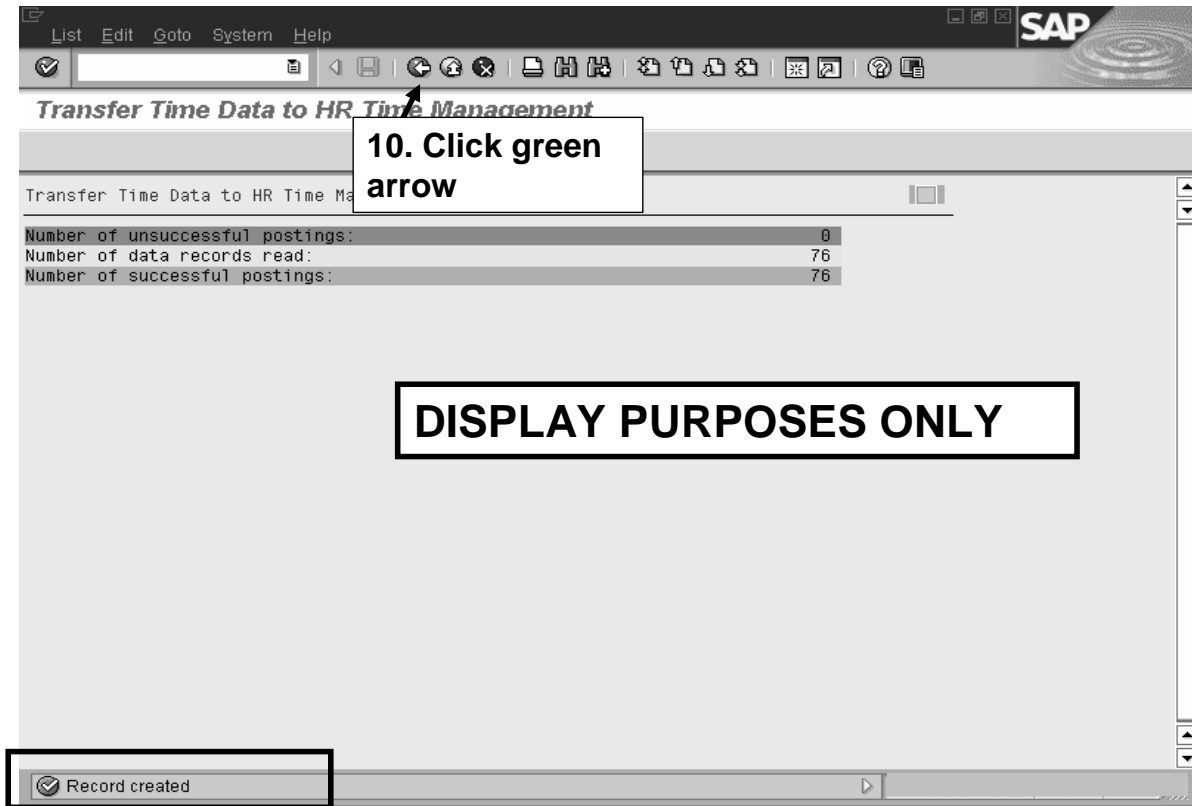
Record created

2-16

Once the transfer is complete, you will receive the message 'Record created'. You can use the log to view which data was successfully transferred and how many records generated errors (if applicable) during transfer.



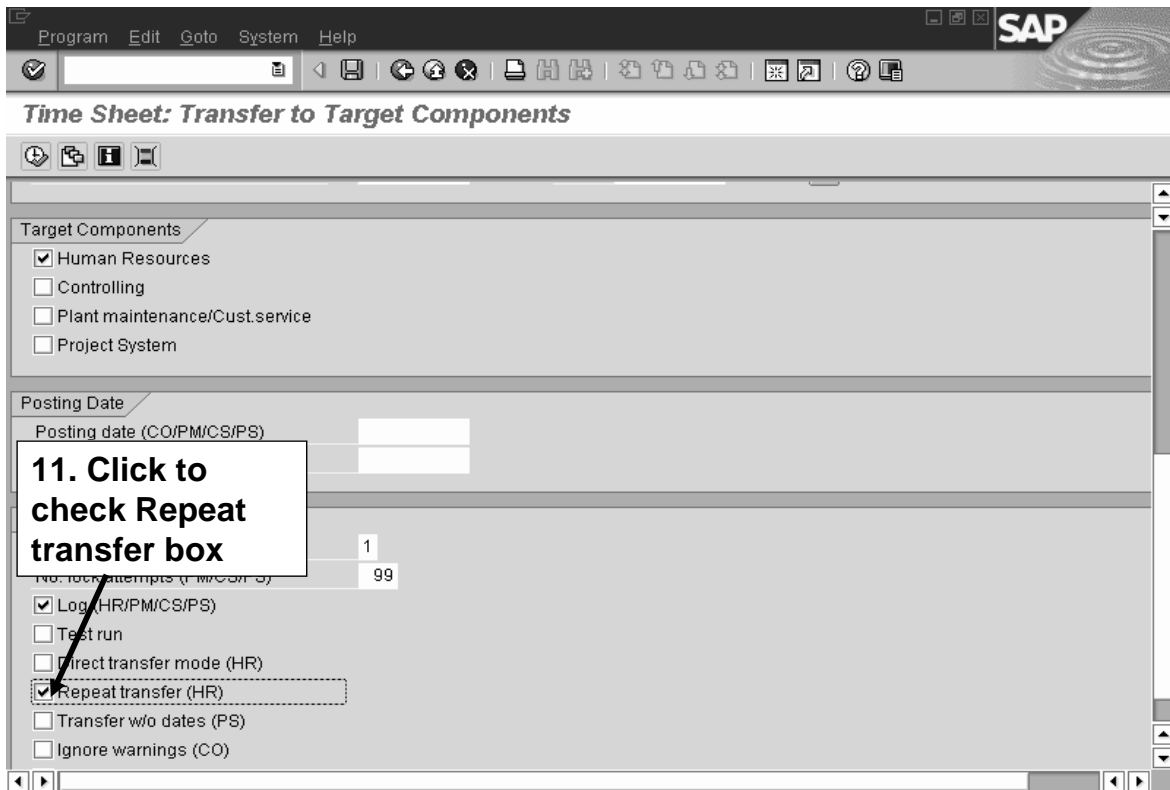
Time Transfer - CATA



2-17

If log is unchecked, you will not be able to view the total number of data records read and the total number of successful postings. The message 'Record created' will appear at the bottom of the selection screen after the transfer process is complete.

Time Transfer - CATA



Time Sheet: Transfer to Target Components

Target Components

- ☒ Human Resources
- ☐ Controlling
- ☐ Plant maintenance/Cust.service
- ☐ Project System

Posting Date

Posting date (CO/PM/CS/PS)

1

99

No. lock attempts (HR/CO/CS/PS)

- ☒ Log (HR/PM/CS/PS)
- ☐ Test run
- ☐ Direct transfer mode (HR)
- ☒ Repeat transfer (HR)
- ☐ Transfer w/o dates (PS)
- ☐ Ignore warnings (CO)

2-18

Check the Repeat transfer (HR) box to view any errors which may have occurred in time transfer.

Also, Time Transfer is run each night in a batch job. Unlike time evaluation where messages are sent via SAP mail, there are no messages sent for time transfer errors. Therefore, it is imperative that the Central Time person perform this step each day to check if any errors occurred during the overnight batch job.



Time Transfer – CATA

Time Sheet: Transfer to Target Components

☐ Plant maintenance/Cust.service
☐ Project System

Posting Date
Posting date (CO/PM/CS/PS)
Post. date for cancel. (PM/PS)

Control Parameters
Number of tasks (PM/CS/PS)
No. lock attempts (PM/CS/PS)
☒ Log (HR/PM/CS/PS)
☐ Test run
☐ Direct transfer mode (HR)
☒ Repeat transfer (HR)
☐ Transfer w/o dates (PS)
☐ Ignore warnings (CO)

2-19



Time Transfer - CATA

Transfer Time Data to HR Time Management

Number of unsuccessful postings: 0
Number of data records read: 0
Number of successful postings: 0

Cxd	Pers.No.	Start	A/AType	Hrs	Crcy	WT	Number	TMU	Amount	Type	Number
List contains no data											

2-20

If all records successfully transferred you will receive the message "List contains no data".

If any records are displayed, you must analyze the employee's time records, make necessary corrections and rerun time processes prior to the live payroll run.

If errors are not corrected, the employee may not be paid, future time entry may not be allowed, and quota balances will be incorrect if data read is for an absence type.

Demonstration

TIME EVALUATION (PT60)

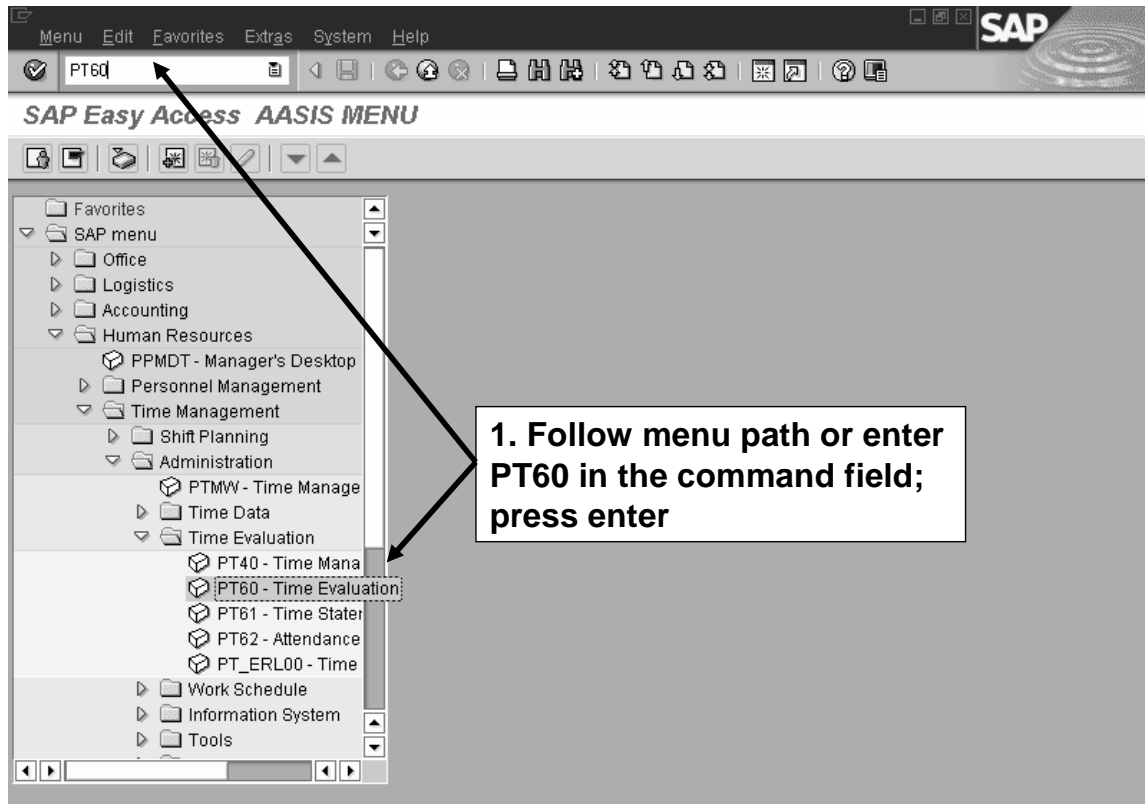


2-21

This transaction is processed by the Agency Central Time Management role to evaluate time in order to:

(1) Create time wage types (i.e. regular pay); (2) store time balances (i.e. reg hours ytd) and (3) update infotype records (i.e. absence quotas). During this process, time rules, such as compensatory and attendances/absences, are evaluated and updated. Time Evaluation is processed on a nightly scheduled batch job but **MUST** be performed after the close of the payroll period and after you have made Master Data changes and/or corrections.

Time Evaluation - PT60



2-22

The menu path is Human Resources > Time Management > Administration > Time Evaluation > Time Evaluation.



Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel Number		→
Personnel subarea		→
Business area		→
Administrator group	FA01	→
Time recording administrator		→

2. Enter criteria

Parameters for time evaluation

Evaluation schema	ZM04
Time statement variant	
Layout for log	
Forced recalculation as of	
Evaluation up to	02/26/2009

Program options

- ☐ Display log
- ☐ Test run (no update)
- ☐ Stop at function/operation BREAK
- ☐ Stop at fixed positions in time evaluation

2-23

Selection criteria must be specified in order to tell the system which group of employees to select for time evaluation. The Administrator group is the same as Personnel area.



Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel Number
Personnel subarea
Business area
Administrator group FA01
Time recording administrator

Parameters for time evaluation

Evaluation schema ZM04
Time statement variant
Layout for log
Forced recalculation as of
Evaluation up to 02/26/2009

Program options

☐ Display log
☐ Test run (no update)
☐ Stop at function/operation BREAK
☐ Stop at fixed positions in time evaluation

Note: The correct time evaluation schema will default. DO NOT CHANGE

2-24

The evaluation schema defines steps to be performed during time evaluation. **DO NOT** select any SCHEMA other than **ZM04**.

Note: Occasionally, an error from 2001 will show up when there is an error during a current time evaluation. This is due to an incorrect schema being used at some point in the past. To resolve this situation, simply correct the error that occurred in the current period.



Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel Number		
Personnel subarea		
Business area		
Administrator group	FA01	
Time recording administrator		

Parameters for time evaluation

Evaluation schema	ZM04
Time statement variant	
Layout for log	
Forced recalculation as of	
Evaluation up to	02/26/2009

Program options

- ☐ Display log
- ☐ Test run (no update)
- ☐ Stop at function/operation BREAK
- ☐ Stop at fixed positions in time evaluation

2-25

The 'Time statement variant' field will be blank upon default. It is not used by the State of Arkansas.



Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel Number
Personnel subarea
Business area
Administrator group FA01
Time recording administrator

Parameters for time evaluation

Evaluation schema ZM04
Time statement variant
Layout for log
Forced recalculation as of
Evaluation up to 02/26/2009

Program options

☐ Display log
☐ Test run (no update)
☐ Stop at function/operation BREAK
☐ Stop at fixed positions in time evaluation

2-26

DO NOT enter a date in “Forced recalculation as of” field.

If you process a Termination, Retirement or LWOP action after the employee’s effective date, the system will recalculate the affected employee’s master data during the next regular time evaluation process. (See below).

Exception: If you process the Termination, Retirement or LWOP action on a payroll-processing day, time evaluation will not run in a batch process. The Agency must run time evaluation in order to prevent the affected employee from being overpaid.



Time Evaluation – PT60

3. Click to execute

Search helps

Personnel subarea

Business area

Administrator group FA01

Time recording administrator

Parameters for time evaluation

Evaluation schema ZM04

Time statement variant

Layout for log

Forced recalculation as of

Evaluation up to 02/26/2009

Program options

☐ Display log

☐ Test run (no update)

☐ Stop at function/operation BREAK

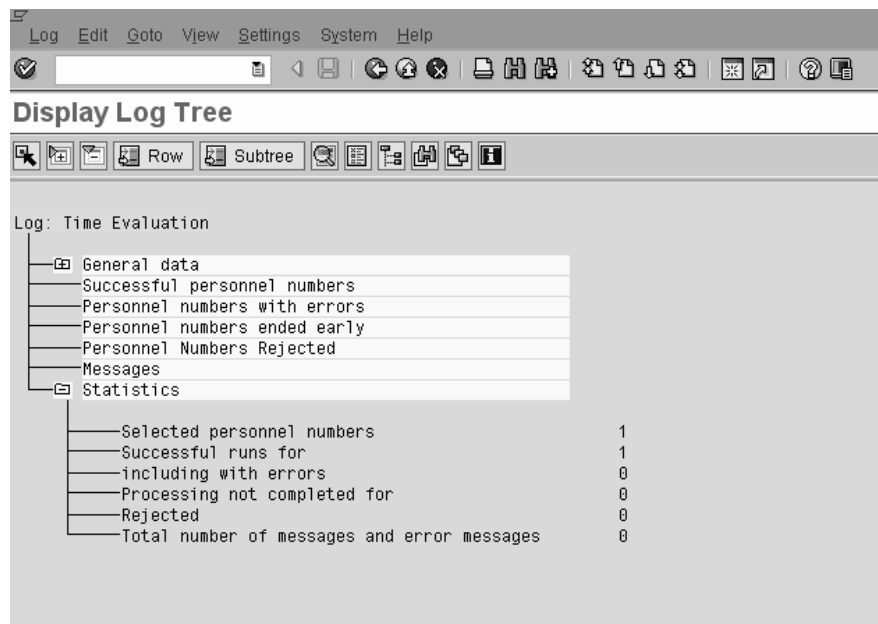
☐ Stop at fixed positions in time evaluation

2-27

The “Evaluation up to” field will always default to the current date. This process will run up to and including this date. Future time evaluation is not allowed unless directed by OPM Payroll Systems. When this is allowed, ASC will send out a system message advising what date to use.



Time Evaluation – PT60



Log: Time Evaluation	
General data	
Successful personnel numbers	
Personnel numbers with errors	
Personnel numbers ended early	
Personnel Numbers Rejected	
Messages	
Statistics	
Selected personnel numbers	1
Successful runs for	1
including with errors	0
Processing not completed for	0
Rejected	0
Total number of messages and error messages	0

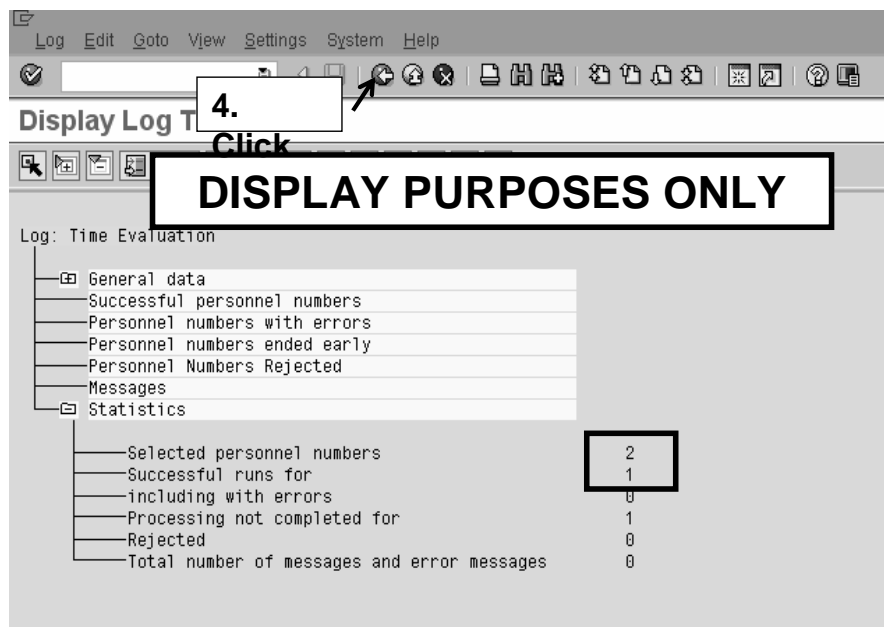
2-28

Once time evaluation is completed, the display log tree will be displayed indicating:

- (1) How many personnel numbers have been selected;
- (2) How many of them have been evaluated successful;
- (3) How many were accounted with errors; (4) The number of employees for whom processing was cancelled prematurely; (5) How many employees were rejected; and (6) the total number of messages and errors generated.



Time Evaluation – PT60

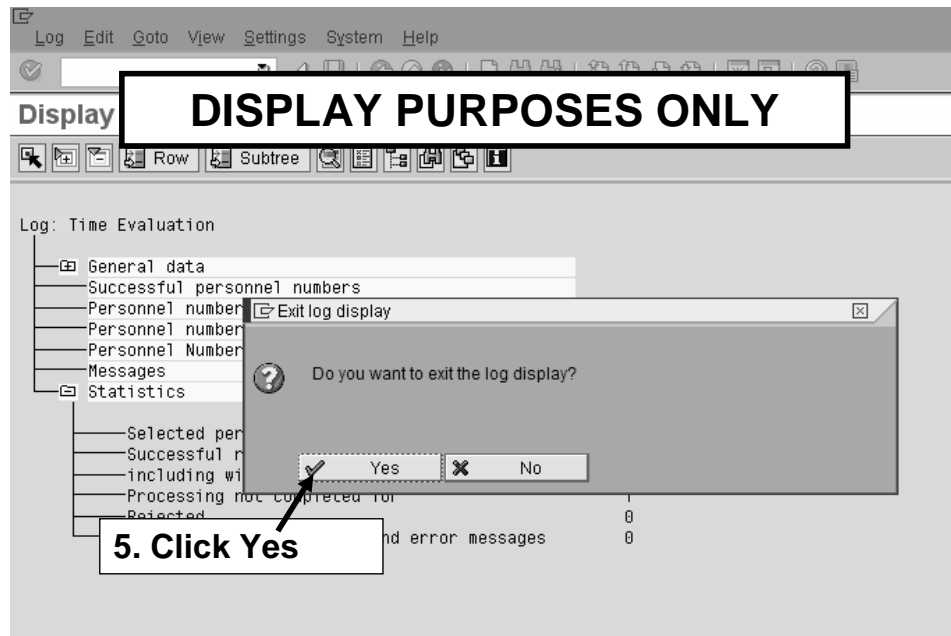


2-29

If the selected personnel numbers and successful runs for fields have different totals, you must rerun time evaluation with the display log on to view your errors. All errors must be corrected before OPM runs a live payroll.



Time Evaluation – PT60





Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections

Selection

Personnel Number 32

Personnel subarea

Business area

Administrator group

Time recording administrator

Parameters for time evaluation

Evaluation schema ZM04

Time statement variant

Layout for log

Forced recalculation as of

Evaluation up to 02/26/2009

Program options

☒ Display log

☐ Test run (no update)

☐ Stop at function/operation BREAK

☐ Stop at fixed positions in time evaluation

7. Click Execute

6. Click Display log

DISPLAY PURPOSES ONLY

2-31

In order to view the error(s) on your employees, you must select the Display log under the Program options heading.

Note: It is recommended that you select the display log for only those employees who have errors. Running time evaluation for your entire Business Area or Personnel Area with the display log selected may create a long run time.



Time Evaluation – PT60

Log: Time Evaluation

- General data
 - Successful personnel numbers
 - Personnel numbers with errors
 - Personnel numbers ended early
- 00000062 Jacqueline Hill
 - Initialization 02/2009
 - 02/23/2009
 - Processing
 - Assign time type to time pair (T555Y)
 - OWTI Break processing
 - Auto Compensatory Time Payout
 - Public Holiday processing
 - POS
 - Cumulate Exempt hours
 - Cumulate Work Contract hours (Benefits)
 - Cumulate Unpaid Leave (LWOP) hours
 - Cumulate all Worker's Comp Hours
 - Determine interim planned hours
 - Reduce absences
 - Absences with time compensation
 - FMLA - Reduce FMLA Leave
 - Input
 - Processing
 - Call rule ZFML
 - Error entry no. ZN Not enough FMLA quota to deduct
 - 02/23/2009 Processing terminated for EE 00000062 Jacqueline Hill

DISPLAY PURPOSES ONLY

2-32

The detailed log is useful for analyzing errors. Scroll down through the log until the error is identified.



Time Evaluation – PT60

DISPLAY PURPOSES ONLY

Log Entry	Description
RTIP ZEXH GEN	Cumulate Exempt hours
RTIP ZWCH GEN	Cumulate Work Contract hours (Benefits)
RTIPA ZULH GEN	Cumulate Unpaid Leave (LWOP) hours
RTIPA ZWP1 GEN	Cumulate all Worker's Comp Hours
RTIP TP09 GEN	Determine interim planned hours
PTIPA TP10 GEN	Reduce absences
RTIPA TP20 GEN	Absences with time compensation
PTIP ZFML GEN	FMLA - Reduce FMLA Leave
Input	
Processing	
Call rule ZFML	
Error entry no. ZN	Not enough FMLA quota to deduct
08/30/2004	Processing terminated for EE 00000005 Young Wanda
Output	

Statistics	Count
Selected personnel numbers	1
Successful runs for	0
including with errors	0
Processing not completed for	1
Rejected	0
Total number of messages and error messages	1

2-33

Employees that did not successfully go through time evaluation will be displayed as a red error with a description of the error. You will need to analyze the error and correct it. You can view the QRC Time Evaluation Error Message Glossary on how to fix the error. If you need additional help, you may call the AASIS Support Center at 683-2255 for assistance.

Demonstration

NUMBER OF HOURS EVALUATED REPORT (ZNHE)



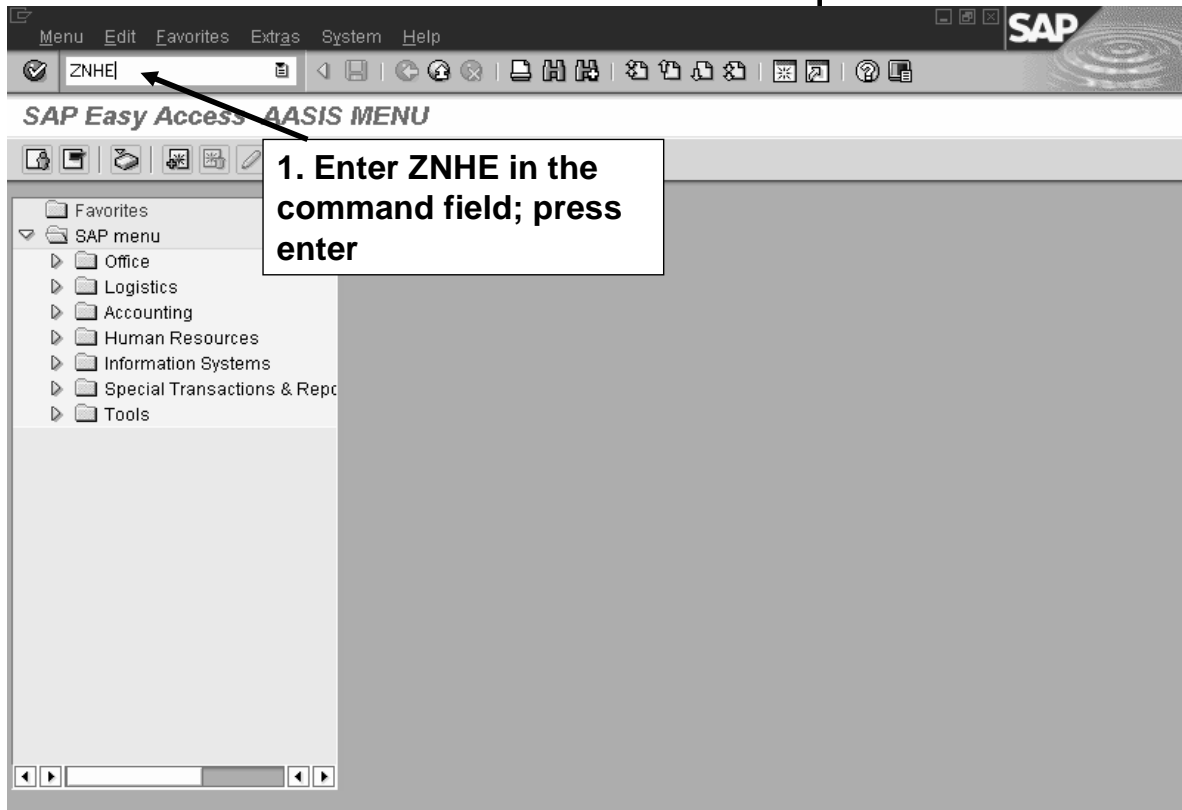
2-34

The Number of Hours Evaluated Report will provide the total number of hours that have been evaluated for employees in the selected period. This report is used to aid the Agencies in determining the number of hours entered in CATS that have been approved, transferred and successfully evaluated for each pay period.

**THIS REPORT SHOULD NOT REPLACE PAYROLL
SIMULATIONS**



Number of Hours Evaluated Report – ZNHE



2-35

Agency/State Central Time Management, Agency Time Management Specialist, Agency/State Time Management Supervision and State Time Management Specialist_1 are the roles authorized to run this report.



Number of Hours Evaluated Report – ZNHE

The screenshot shows the SAP ZNHE report interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Number Of Hours Evaluated' is displayed. The interface is divided into several sections:

- Further selections:** This section contains a 'Search helps' button and a 'Sort order' button.
- Period:** This section contains radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today'. The 'Other period' option is selected. Below these are two date selection boxes: 'Data Selection Period' and 'Person selection period'. Both boxes show the date '08/29/04'. To the right of these boxes are two 'To' date boxes, both showing '09/11/04'. Arrows point from the '2. Enter dates' annotation to these 'To' date boxes.
- Selection:** This section contains a list of selection criteria: 'Personnel number', 'Employment status', 'Company Code', 'Payroll area', 'Pers.area/subarea/cost cente', and 'Employee group/subgroup'. Each criterion has a corresponding input field and a selection button.
- Output In Personnel Area Seq:** This section contains a radio button and a sequence number field.

Annotations on the screenshot include:

- 3. Click Further selections:** An arrow points to the 'Further selections' button.
- 2. Enter dates:** Two arrows point to the 'To' date boxes in the 'Data Selection Period' and 'Person selection period' sections.

2-36

Enter the pay period beginning date in the first box of the 'Data Selection Period' and the end of the pay period in the second box of the 'Data Selection Period'. You must enter the same dates in the 'Person Selection Period' boxes as well.

Click the Further Selection options to choose to run this report by other options such as Business Area, Personnel area, etc.



Number of Hours Evaluated Report – ZNHE

Program Edit Goto System Help

Number Of Hours Evaluated

Further selections Search helps

Period
☐ Today
☐ Up to
☒ Other

Data
Pers
Pa

Selection
Personn
Employr
Compar
Payroll a
Pers. are
Employee

4. Click on desired option

5. Click to choose

Choose Selection Fields

Selection options	Selection fields
Action type	Personnel number
Reason for action	Employment status
Customer-specific status	Company code
Special payment status	Payroll area
Personnel area	Pers. area/subarea/cost center
Personnel subarea	Employee group/subgroup
Employee group	
Employee subgroup	
Organization key	
Business area	
Legal person	
Work contract	
Controlling area	
Cost center	

Selection: 6

2-37



Number of Hours Evaluated Report – ZNHE

Program Edit Goto System Help

Number Of Hours Evaluated

Choose Selection Fields

Further selection

Period

☐ Today

☐ Up to today

☒ Other period

Data Selection

Personnel number

Payroll area

Selection

Personnel number

Employment status

Company code

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Selection options

Action type

Reason for action

Customer-specific status

Special payment status

Personnel subarea

Employee group

Employee subgroup

Organization key

Legal person

Work contract

Controlling area

Cost center

Organizational unit

Position

Selection fields

Personnel number

Employment status

Company code

Personnel area

Business area

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Selection: 8

6. Click green check



Number of Hours Evaluated Report – ZNHE

Number Of Hours Evaluated

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 08/29/2004 To 09/11/2004

Person selection period 08/29/2004 To 09/11/2004

Payroll period

Selection

Personnel number

Employment status 3

Company Code

Personnel area

Business area 0610

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

7. Enter desired criteria

2-39

In the 'Employment status' field you may want to select "3" to display only active employees. Make sure you specify what group of employees you wish to display (i.e. Personnel numbers, Business area, personnel area, etc.).



Number of Hours Evaluated Report – ZNHE

8. Click to execute

Number Of Hours Evaluated

Up to today ☒ From today ☐

Other period

08/29/2004 To 09/11/2004

08/29/2004 To 09/11/2004

Selection

Personnel number

Employment status 3

Company Code

Personnel area

Business area 0610

Payroll area

Pers.area/subarea/cost center

Employee group/subgroup

Output In Personnel Area Seq ☒

Output In Cost Center Seq ☐

2-40

This report will be sorted by Personnel areas upon default. You may choose to sort by cost centers by selecting that radio button.



Number of Hours Evaluated Report – ZNHE

Number Of Hours Evaluated					
PROGRAM: ZPTRCR0002_NBR_HRS_EVALUATED Arkansas Administrative Statewide Information System					
TIME: 10:03:28 CLIENT ETR 512 Number of Hours Evaluated					
FROM 08/29/2004 TO 09/11/2004					
PERNR	NAME	PERSONNEL AREA	COST CENTER	TIME ADMINISTRATOR	TOTAL HOURS
00000012	WILKERSON TERRI	FA01	383201	101	0.00
00000013	HENDRIX HARRIET	FA01	383230	101	0.00
00000015	WHITAKER TERESA	FA01	383201	101	0.00
00000018	WAINWRIGHT SUSAN	FA01	383201	101	0.00
00000019	HAYS GORDON	FA01	383230	101	0.00
00000021	VINSON SUSAN	FA01	383201	101	0.00
00000024	VENABLE SHIRLEY	FA01	383201	101	0.00
00000047	WILLIAMS THOMAS	FA01	383250	101	0.00
00000049	WEBB TED	FA01	383250	101	0.00
00000051	WASHINGTON TABITHA	FA01	383250	101	0.00
00000078	ORR MARGARET	FA01	383230	101	0.00
00000085	LIPSCOMB KAREN	FA01	383241	101	0.00
00000108	RANDOLPH VICTOR	FA01	383255	101	0.00
00000109	FISK WALTER	FA01	383260	101	0.00
00000110	HENDERSON WARREN	FA01	383255	101	0.00
00000111	BOLTON SHARON	FA01	383260	101	80.00
00000112	ALLMAN LILLIE	FA01	383245	101	80.00
00000114	RUSH LAURA	FA01	383255	101	0.00
00000117	JACKSON DEBORAH	FA01	383260	101	0.00
00000118	HENDRIX ALICE	FA01	383260	101	0.00

2-41

Once the report is completed, you can view the number of hours that was successfully evaluated for your employees. **Remember this is not to replace Payroll Simulation.**

Demonstration

DISPLAY TIME EVALUATION RESULTS (CLUSTER B2) (PT_CLSTB2 or PT66)

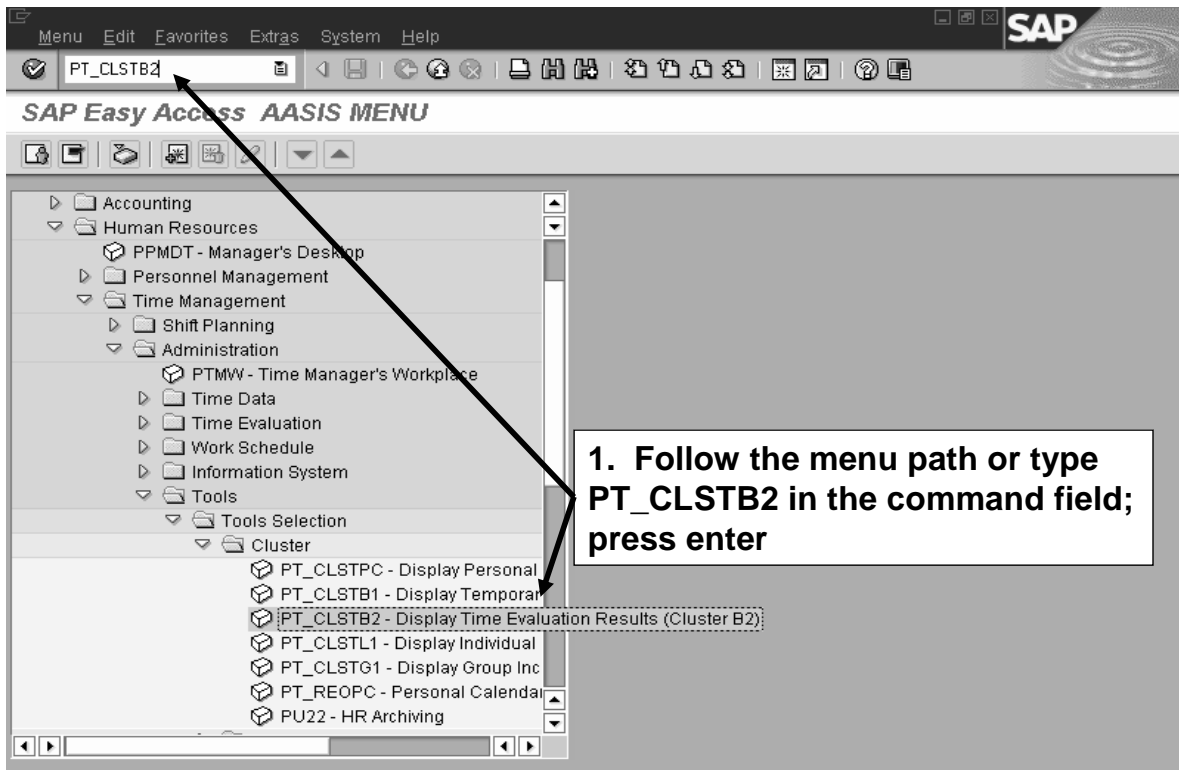


2-42

This process will display collected data resulting from time evaluation. You may view evaluated data such as attendances and/or absences, time wage types, time quota and time evaluation messages to name a few.

If there is a discrepancy in the number of hours the employee is receiving, you may view this cluster to compare the number of hours on the time sheet to what was actually evaluated. When there is a difference, it may be necessary to make sure all time entered has been approved and transferred and time evaluation rerun for the affected employee(s).

Time Evaluation Results Display – PT66



2-43

The menu path is Human Resources > Time Management > Administration > Tools > Tool Selection > Cluster > Display Time Evaluation Results (Cluster B2).

Note: You can also access this report by entering PT66 in the command field.

The roles that have access to this report are Agency/State Central Time Management and Agency Payroll Systems Management.



Time Evaluation Results Display – PT66

Program Edit Goto System Help

Display Time Evaluation Results (Cluster B2)

3. Execute

2. Enter criteria

Selection

Personnel number 1725 to

Year 2008 to

Period (YYYYPP) to

Cluster type 1 to

List format

☒ List of personnel numbers and periods

☐ Detailed description of all table entries

Archived Data

☒ Do not display archived data

☐ Display archived data only

☐ Display archived and non-archived data

2-44

Enter the personnel number of the employee that you wish to display, and a specific year, if desired. If no year is selected, all records from the beginning of AASIS will be displayed.



Time Evaluation Results Display – PT66

Display Time Evaluation Results (Cluster B2)

Pers.No.	Year	Period	Cluster type	Changed on	User	Program	Archiv.Grp
00001725	2008	01	1	06/27/2008	JSCARLISLE	RPTIME00	
00001725	2008	02	1	06/27/2008	JSCARLISLE	RPTIME00	
00001725	2008	03	1	06/27/2008	JSCARLISLE	RPTIME00	
00001725	2008	04	1	06/27/2008	JSCARLISLE	RPTIME00	
00001725	2008	05	1	06/27/2008	JSCARLISLE	RPTIME00	
00001725	2008	06	1	02/17/2009	TRAIN-HR003	RPTIME00	

4. Double-click in desired period

2-45

The data is stored in individual periods for the personnel number selected. The Period column will display the number of the month (i.e. 06 – June, 07 – July, etc.) along with the last date time evaluation was run.

Note: If you are researching a pay period that crosses two months you will need to view two periods.



Time Evaluation Results Display – PT66

Display Time Evaluation Results (Cluster B2)

Person 00001725 Abbie Abney
Period 12 2008
CType 1

Group	Table Name	Name	Number of entries
Basic data and work schedule			
WPBP		Basic data	1
PSP		Personal work schedule	33
Balances, wage types and quota transactions			
ZES		Time balances for each day	317
SALDO		Cumulated time balances	49
ZK0		Time quotas	3
ZL		Time wage types	0
ALP		Different payment	0
C1		Cost dist.	0
VS		Variable balances	0
CVS		Accrued variable balances	0
FEHLER		Messages	0
KNTAG		Work bridging two calendar days	0
Automatic accrual of absence quotas			
QTACC		Absence quota generation	3
QTBASE		Base entitl.	3
QTTRANS		Transfer pool	0
URLAN		Leave accrual	0

2-46

The different tables containing information resulting from time evaluation will be displayed for your review. By using the All tables button, the details for each table will be displayed.



Time Evaluation Results Display – PT66

Display Time Evaluation Results (Cluster B2)

Person 00001725 Abbie Abney
Period 12 2008
CLType 1
Table WPBP Basic data
Entry 1

Field name	Field cont.	Description
Work hours/period	0.00	
Capacity Util. Level	0.00	
Pay scale type		
Pay Scale Area		
Pay Scale Group		
Pay scale level		
Dyn.daily work schedule		
Daily working hours	8.00	
Weekly workdays	5.00	
Funds Center		
Fund		
Functional Area		
Grant		
Segment		

Person 00001725 Abbie Abney
Period 12 2008
CLType 1
Table PSP Personal work schedule

Date	Grpg	DWS	V	DWSC1	DayTyp	Ho1C1	PWS	Hours	Break	Actv.
11/30/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
12/01/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
12/02/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
12/03/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
12/04/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
12/05/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
12/06/2008	60	OPEN	1	0	0	0	OPEN	24.00		X

2-47

Use the right scroll bars to view each table without returning to the previous screen.



Time Evaluation Results Display – PT66

Person 00001725 Abbie Abney
Period 06 2008
CITYPE 1
Table PSP Personal work schedule

Date	Grpg	DWS	V	DWSC1	DayTyp	HolC1	PWS	Hours	Break	Actv.
05/31/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/01/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/02/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/03/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/04/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/05/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/06/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/07/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/08/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/09/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/10/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/11/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/12/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/13/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/14/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/15/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/16/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/17/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/18/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/19/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/20/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/21/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/22/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/23/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/24/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/25/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/26/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/27/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/28/2008	60	OPEN	1	0	0	0	OPEN	24.00		X
06/29/2008	60	OPEN	1	0	0	0	OPEN	24.00		X

2-48

Table PSP contains data on the employee's personal work schedule for each day. In the Active field, an "X" will be displayed for each day the system shows the employee active.



Time Evaluation Results Display – PT66

Person 00001725 Abbie Abney
Period 06 2008
DType 1
Table ZK0 Time quotas

Day	Date	Type	IType	STy.	ObjID	RNo	Start Date	End Date	Quota number
02	06/02/2008	A	2006	05			09/06/2004	12/31/9999	0.00000
03	06/03/2008	A	2006	05			09/06/2004	12/31/9999	0.00000
04	06/04/2008	A	2006	05			09/06/2004	12/31/9999	0.00000
05	06/05/2008	A	2006	05			09/06/2004	12/31/9999	0.00000
06	06/06/2008	A	2006	05			09/06/2004	12/31/9999	0.00000
09	06/09/2008	A	2006	05			09/06/2004	12/31/9999	0.00000
10	06/10/2008	A	2006	05			09/06/2004	12/31/9999	0.00000
11	06/11/2008	A	2006	05			09/06/2004	12/31/9999	0.00000
12	06/12/2008	A	2006	05			09/06/2004	12/31/9999	0.00000
13	06/13/2008	A	2006	05			09/06/2004	12/31/9999	0.00000

All quota transactions of the period are stored in this table.



Time Evaluation Results Display – PT66

Person 00001725 Abbie Abney
Period 06 2008
C1Type 1
Table ZL Time wage types

Date	Start	End	AL	C1	Ab	WT	Wage Type Long Text	I	Number
06/02/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/03/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/04/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/05/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/06/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/09/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/10/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/11/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/12/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/13/2008	08:00	08:00	00	0000	00	1200	Regular working time	P	8.00
06/16/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/16/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00
06/17/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/17/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00
06/18/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/18/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00
06/19/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/19/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00
06/20/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/20/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00
06/23/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/23/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00
06/24/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/24/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00
06/25/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/25/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00
06/26/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/26/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00
06/27/2008	08:00	12:00	00	0000	00	1200	Regular working time	P	4.00
06/27/2008	12:30	16:30	00	0000	00	1200	Regular working time	P	4.00

2-50

Table ZL represents the interface between time evaluation and payroll. You can view the regular working time hours resulting from time evaluation.



Time Evaluation Results Display – PT66

Person 00001725 Abbie Abney
Period 06 2008
C1Type 1
Table FEHLER Messages
Entry 1

Field name	Field cont.	Description
Logical date	06/14/2008	
Cat. of Message Type	1	
Message type number	ZB	Extra Help EE Tot Wrk Hrs...
Message type	I	
Message Supplement	0000.0000	
Processing status		
Time	00:00:00	
SeqNo. time event	000000000000	
Date of Processing	06/27/2008	
Agent	JSCARLISLE	
Origin	00000000	
Historical record		

2-51

This table will display time evaluation messages that generated on the employee during the period. For a description of messages, view QRC Time evaluation glossary. If there are any messages that stopped the evaluation process, you will have to have those corrected and the process rerun for the affected employee(s).



Time Evaluation Results Display – PT66

Person 00000111 Sharon Bolton
Period 09 2004 CType 1

Table	Name	No. of lines
QTBASE	Base entitl.	1
QTTRANS	Transfer pool	0
URLAN	Leave accrual	0
Time pairs and time tickets		
PT	Time pairs	0
WST	Time tickets, other documents	0
CWST	Cumulated time tickets	0
AT	Link pairs/time tickets	0
Time data		
AB	Absences	2
ANWES	Attendances	10
VERT	Substitutions	0
RUF8	On-call duty	0
MEHR	Overtime	0
ABWKONTI	Absence quotas	5
ANWKONTI	Attendance quotas	0
SKO	Time transfer specs	0

13. Double-click the AB table

2-52

Scroll down through the report until you see the Absences table.



Time Evaluation Results Display – PT66

SAP

List Edit Goto System Help

Display Time Evaluation Results (Cluster B2)

Person 00000111 Sharon Bolton
Period 09 2004 C1Type 1
Table AB Absences

No	Absence type	Validity period	Time	PDInd.
01	ANNL Annual Leave	09/01/2004 - 09/01/2004	00:00 - 08:00	
02	HLDY Holiday Leave	09/06/2004 - 09/06/2004	00:00 - 08:00	

2-53

Open the AB table. This table will display any absences evaluated for the period.



Time Evaluation Results Display – PT66



Display Time Evaluation Results (Cluster B2)

All table entries

Person 00001725 Abbie Abney
Period 06 2008
Type 1
Table ANWES Attendances

Start Date	End Date	A/AType	Att./abs. type text	Start	End	P
06/02/2008	06/02/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/03/2008	06/03/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/04/2008	06/04/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/05/2008	06/05/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/06/2008	06/06/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/09/2008	06/09/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/10/2008	06/10/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/11/2008	06/11/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/12/2008	06/12/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/13/2008	06/13/2008	ATTN	Attendance Hours Worked	00:00	08:00	
06/16/2008	06/16/2008	ATTN	Attendance Hours Worked	08:00	12:00	
06/16/2008	06/16/2008	ATTN	Attendance Hours Worked	12:30	16:30	
06/17/2008	06/17/2008	ATTN	Attendance Hours Worked	08:00	12:00	
06/17/2008	06/17/2008	ATTN	Attendance Hours Worked	12:30	16:30	

2-54

Table ANWES contains attendances which have been entered, approved, transferred and evaluated for the period.



Time Evaluation Results Display – PT66

Person 00001725 Abbie Abney
Period 05 2008
CITYtype 1
Table ANWES Attendances
Entry 1

Field name	Field cont.	Description
Start Date	06/02/2008	
End Date	06/02/2008	
Att /Absence type	ATTN	Attendance Hours Worked
Start time	00:00	
End time	00:00	
Prev. day indicator		
Attendance days	0.33	
Attendance hours	8.00	
Payroll days	0.33	
Payroll hours	8.00	
Calendar days	0.00	
Overtime comp. type		Depends on wage type
Wage type		
Full-day		
Set hours		
Reference fields exist (cost a		
Conf. fields exist		
Subtype	ATTN	
Object ID		
Lock indicator		
Infotype record no.	000	
Eval type atts/abs		
No break		
Explicit breaks		
Start of break (1)	00:00	
End of break (1)	00:00	
Paid break period (1)	0.00	
Unpaid break period (1)	0.00	
Start of break (2)	00:00	
End of break (2)	00:00	
Paid break period (2)	0.00	
Unpaid break period (2)	0.00	

2-55

When All Table entries is chosen, details of each day will be displayed.

Demonstration

TIME EVALUATION MESSAGES DISPLAY REPORT (PT_ERL00)

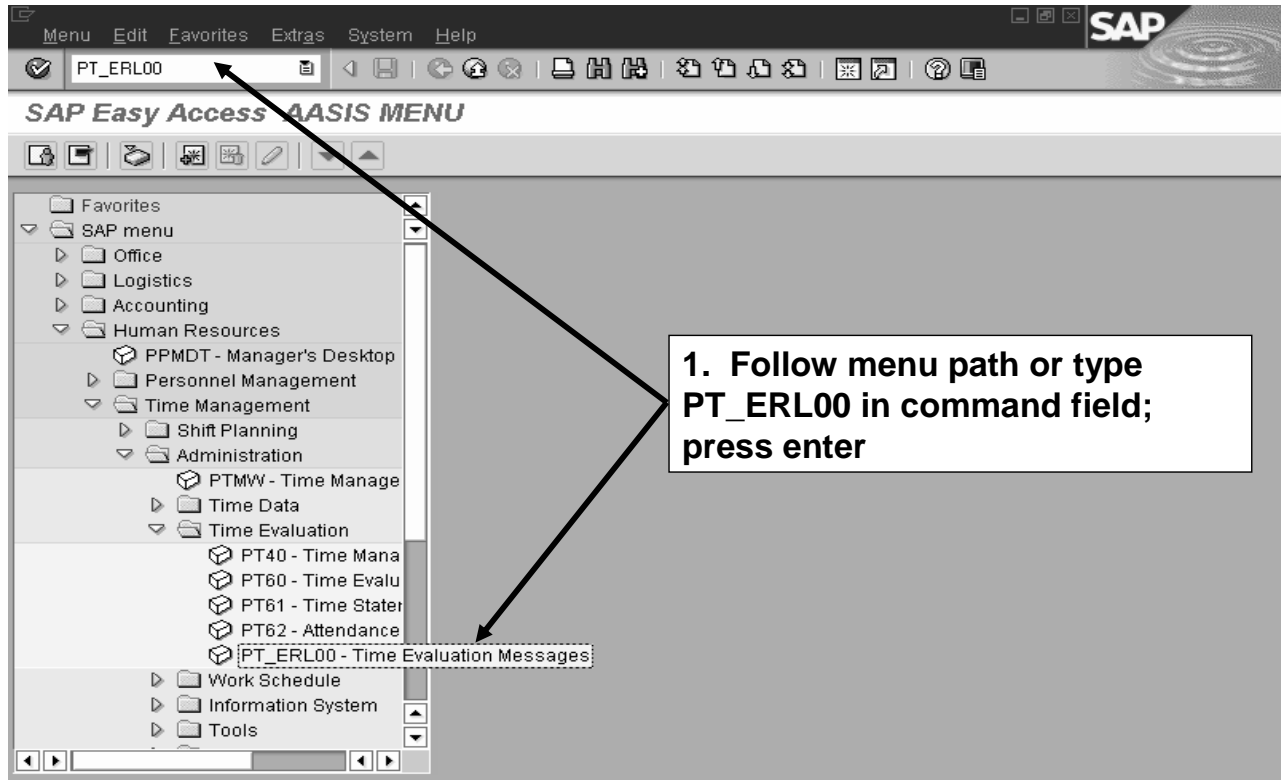


2-56

The Time Evaluation Messages Display Report can be used to generate one report for all messages for an individual or for groups of employees. This report can also be used to identify all employees with a specific message. The time roles that have access to this report are Agency/State Central Time Management, Time Management Specialist and Agency Time Management Supervision.



TIME EVALUATION MESSAGES DISPLAY REPORT – PT_ERL00



2-57

The menu path is Human Resources > Time Management > Administration > Time Evaluation > Time Evaluation Messages.



TIME EVALUATION MESSAGES DISPLAY REPORT – PT_ERL00

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today
☒ Other period

Data Selection Period From 08/29/04 To 09/11/04

Person selection period Payroll period

Selection

Personnel number
Employment status
Company Code
Payroll area
Pers.area/subarea/cost center
Employee group/subgroup

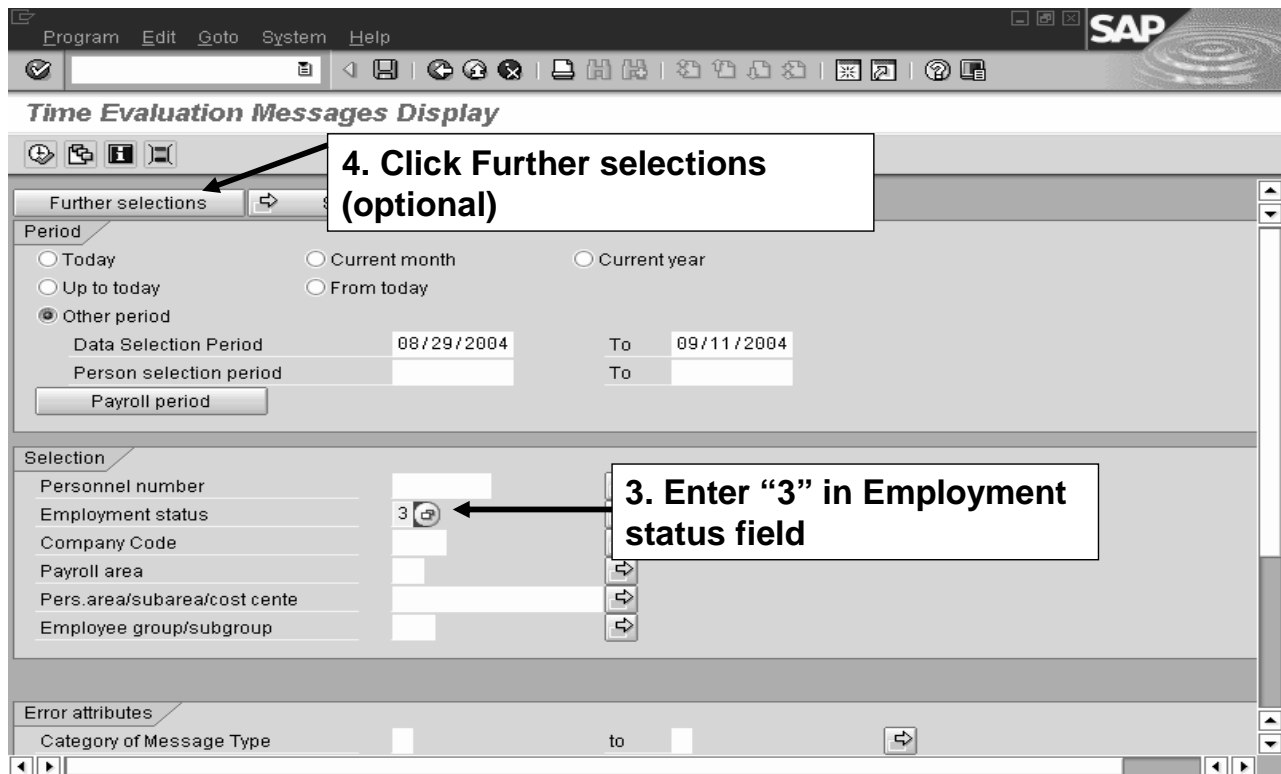
Error attributes

Category of Message Type to

2-58

You can view time evaluation messages for any specified time frame. It is recommended to use the 'Other period' field and enter the From and To dates for the time evaluation messages.

TIME EVALUATION MESSAGES DISPLAY REPORT – PT_ERL00



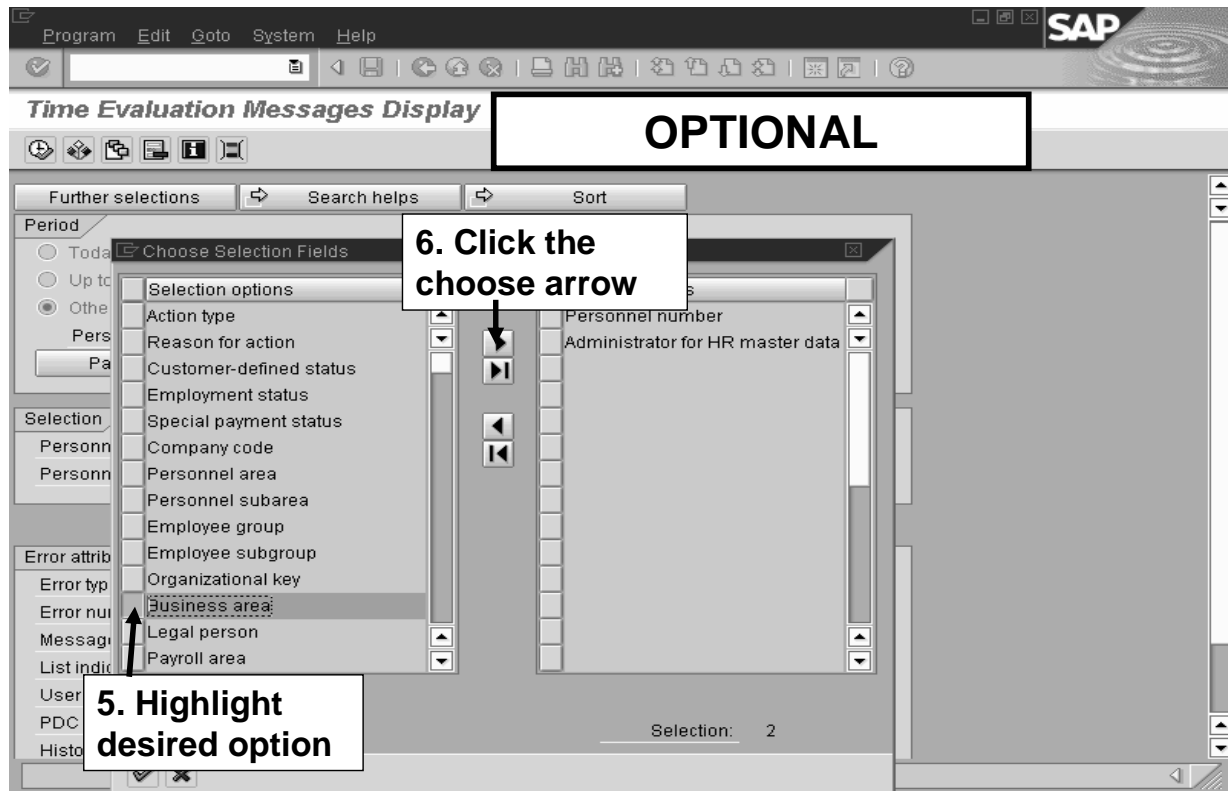
2-59

By entering “3” in the employment status field, only active employees within your date range will be displayed.

If you choose to run the report by a different selection criteria than listed, proceed with step 4. If not, skip to step 8.



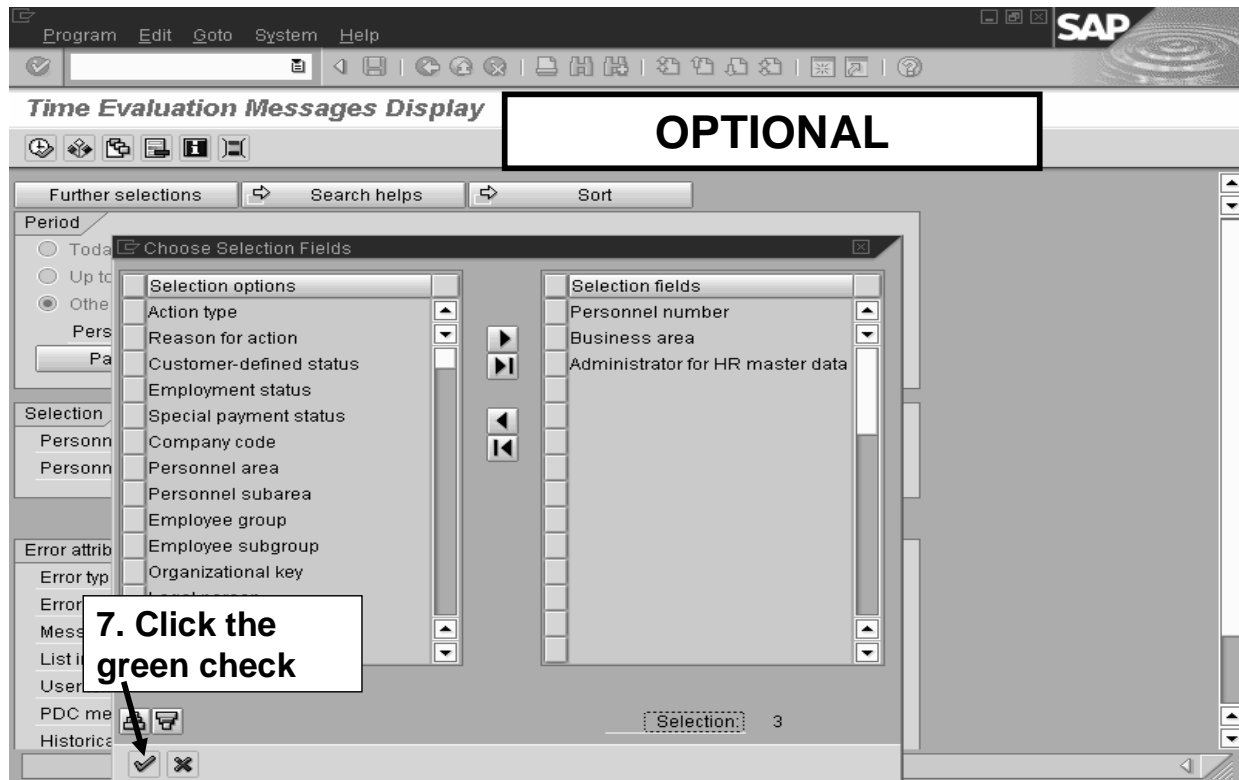
TIME EVALUATION MESSAGES DISPLAY REPORT – PT_ERL00



2-60



TIME EVALUATION MESSAGES DISPLAY REPORT – PT_ERL00



2-61



TIME EVALUATION MESSAGES DISPLAY REPORT – PT_ERL00

Program Edit Goto System Help

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 08/29/2004 To 09/11/2004

Person selection period To

Payroll period

Selection

Personnel number

Employment status 3

Company Code

Business area 0610

Payroll area

Pers.area/subarea/cost cente

Employee group/subgroup

8. Enter desired criteria

Error attributes

2-62

TIME EVALUATION MESSAGES DISPLAY REPORT – PT_ERL00

Time Evaluation Messages Display

10. Click to execute

Business area: 0000

Payroll area:

Pers. area/subarea/cost center:

Employee group/subgroup:

Error attributes:

Category of Message Type: 1

Number of Message Type:

Message type: E

List indicator:

User text:

PDC message number:

Historical record flag:

Time: 00:00:00 to 00:00:00

Layouts:

Time Evaluation Messages Display

10. Click to execute

Business area: 0610

Payroll area:

Pers. area/subarea/cost center:

Employee group/subgroup:

Error attributes:

Category of Message Type:

Number of Message Type:

Message type: |

List indicator:

User text:

PDC message number:

Historical record flag:

Time: 00:00:00 to 00:00:00

Layouts:

9. Leave blank

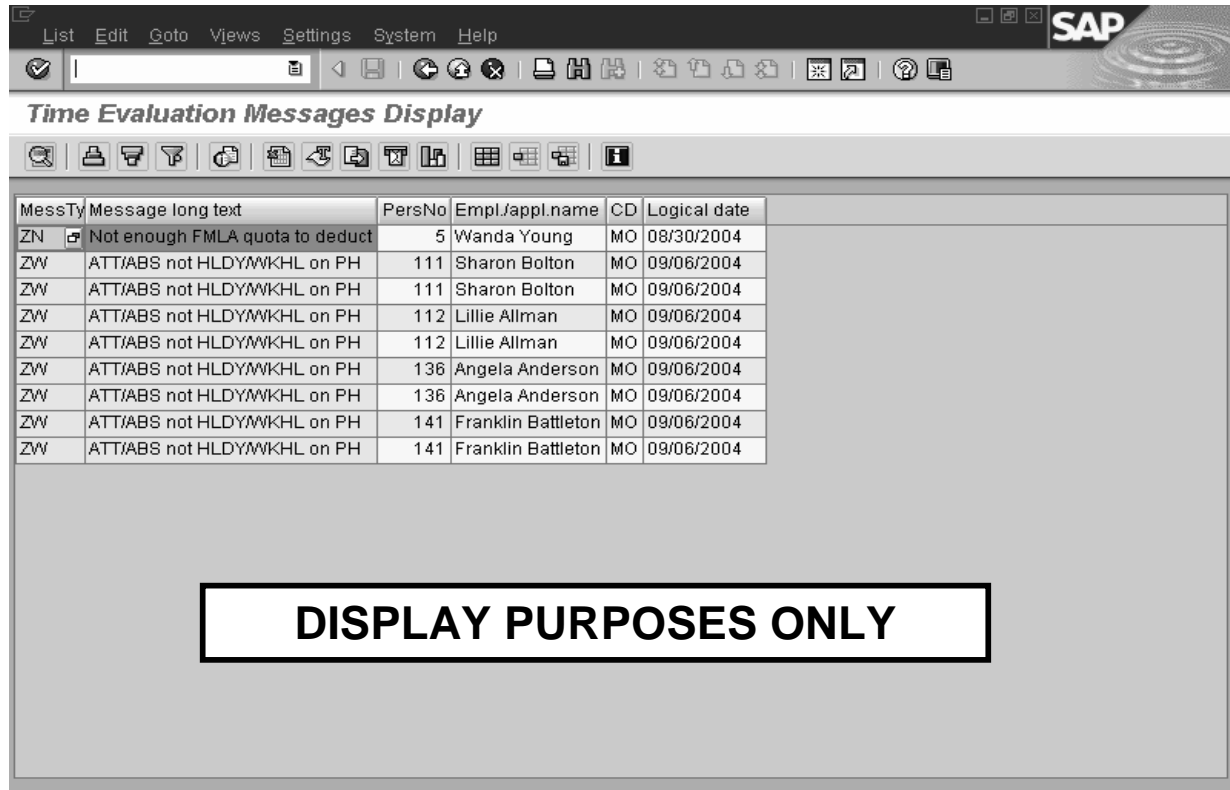
2-63

In the 'Category of Message Type' field you may enter **1** and in the 'Message Type' field you may enter an **E** to display all hard errors which stops an employee from successfully processing through time evaluation.

If you leave these fields blank, all time evaluation messages for the time frame specified will be displayed.



TIME EVALUATION MESSAGES DISPLAY REPORT – PT_ERL00



The screenshot shows the SAP 'Time Evaluation Messages Display' report. The title bar includes 'SAP' and standard window controls. The menu bar contains 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. The toolbar has various icons for file operations and navigation. Below the toolbar, the report title 'Time Evaluation Messages Display' is shown. The main area contains a table with the following data:

MessTy	Message long text	PersNo	Empl./appl.name	CD	Logical date
ZN	<input checked="" type="checkbox"/> Not enough FMLA quota to deduct	5	Wanda Young	MO	08/30/2004
ZW	ATT/ABS not HLDY/WKHL on PH	111	Sharon Bolton	MO	09/06/2004
ZW	ATT/ABS not HLDY/WKHL on PH	111	Sharon Bolton	MO	09/06/2004
ZW	ATT/ABS not HLDY/WKHL on PH	112	Lillie Allman	MO	09/06/2004
ZW	ATT/ABS not HLDY/WKHL on PH	112	Lillie Allman	MO	09/06/2004
ZW	ATT/ABS not HLDY/WKHL on PH	136	Angela Anderson	MO	09/06/2004
ZW	ATT/ABS not HLDY/WKHL on PH	136	Angela Anderson	MO	09/06/2004
ZW	ATT/ABS not HLDY/WKHL on PH	141	Franklin Battleton	MO	09/06/2004
ZW	ATT/ABS not HLDY/WKHL on PH	141	Franklin Battleton	MO	09/06/2004

Below the table, a large box contains the text: **DISPLAY PURPOSES ONLY**

2-64

For an explanation of the Time Evaluation messages, view QRC 1. **Note: If a red message is generated, you will have to correct this before OPM runs a live payroll or the employee will not get paid.**



Demonstration

PDC ERROR REPORT (ZPDC)

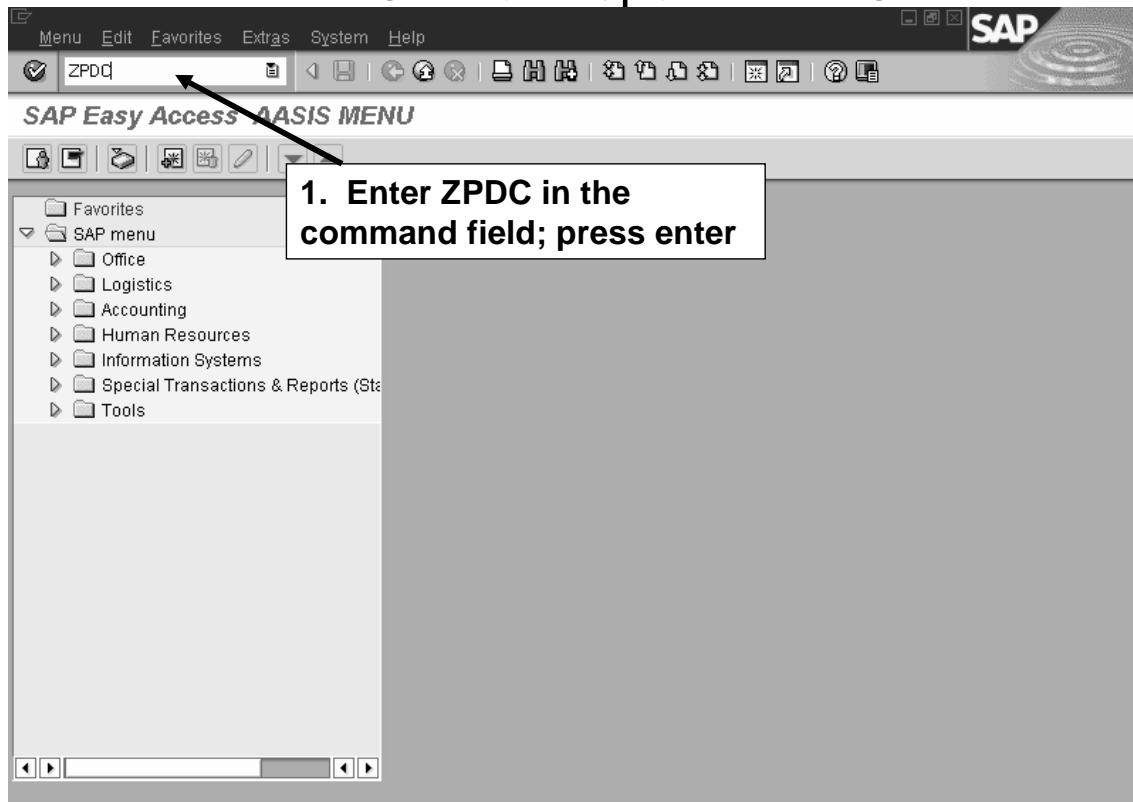


2-65

The PDC Error Report provides a list of system technical errors that occur in time evaluation. These are hard errors which must be corrected before the employee can successfully process through time evaluation and be paid. These errors are in addition to time evaluation error messages displayed in the B2 cluster when time evaluation is run.



PDC Error Report - ZPDC



2-66

The roles that have authorization to run this report are Agency/State Central Time Management and Agency Payroll Systems Management.



PDC Error Report - ZPDC

PDC ERRORS

Further selections Search helps Sort order

Period

☐ Today ☐ Current month

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 08/29/2004 To 09/13/2004

Person selection period To

Payroll period

Selection

Personnel number

Employment status 3

Company Code

Payroll area

Pers. area/subarea/cost cente

Employee group/subgroup

2. Enter desired dates

3. Enter 3 for active employees

2-67

You must enter the start date of the payroll period in the first box of the Other period field and the end of the payroll period in the second box of the Other period field.



PDC Error Report - ZPDC

4. Click Further selections

PDC ERRORS

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 08/29/2004 To 09/13/2004

Person selection period To

Payroll period

Selection

Personnel number

Employment status 3

Company Code

Payroll area

Pers.area/subarea/cost cente

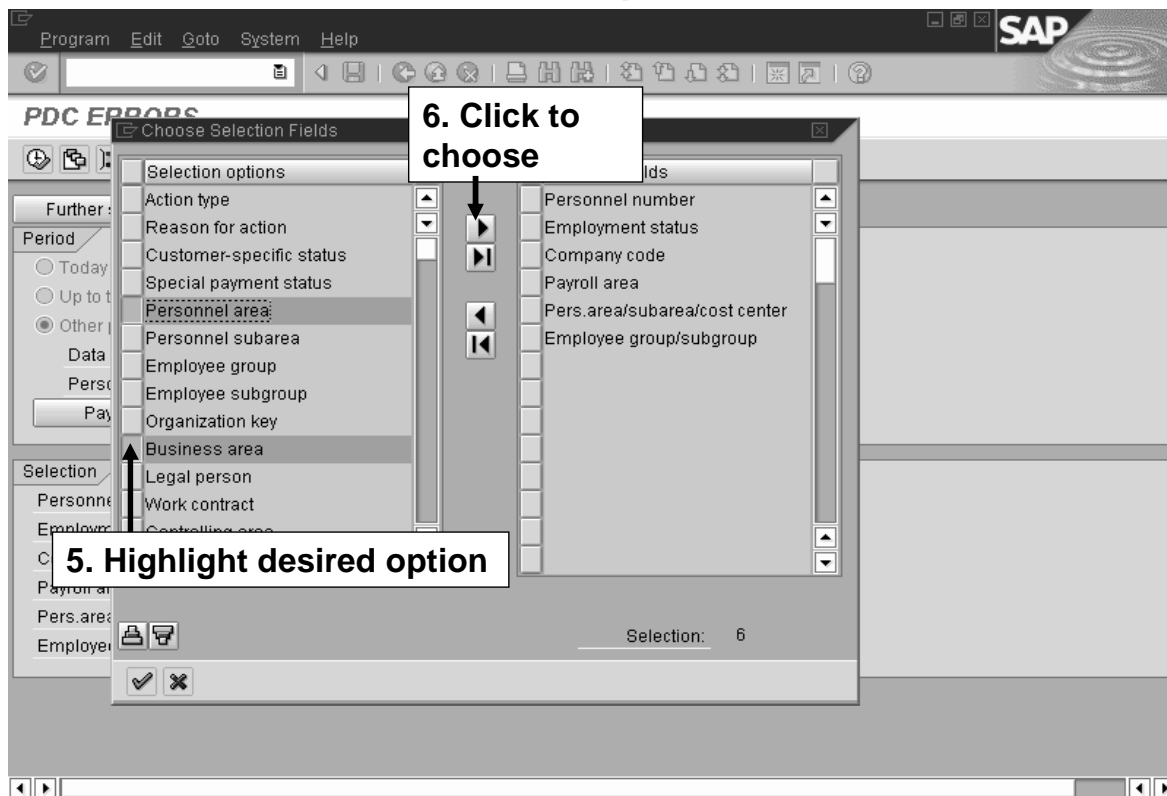
Employee group/subgroup

2-68

To run the report by selections options that are not listed, you can click on further selections.

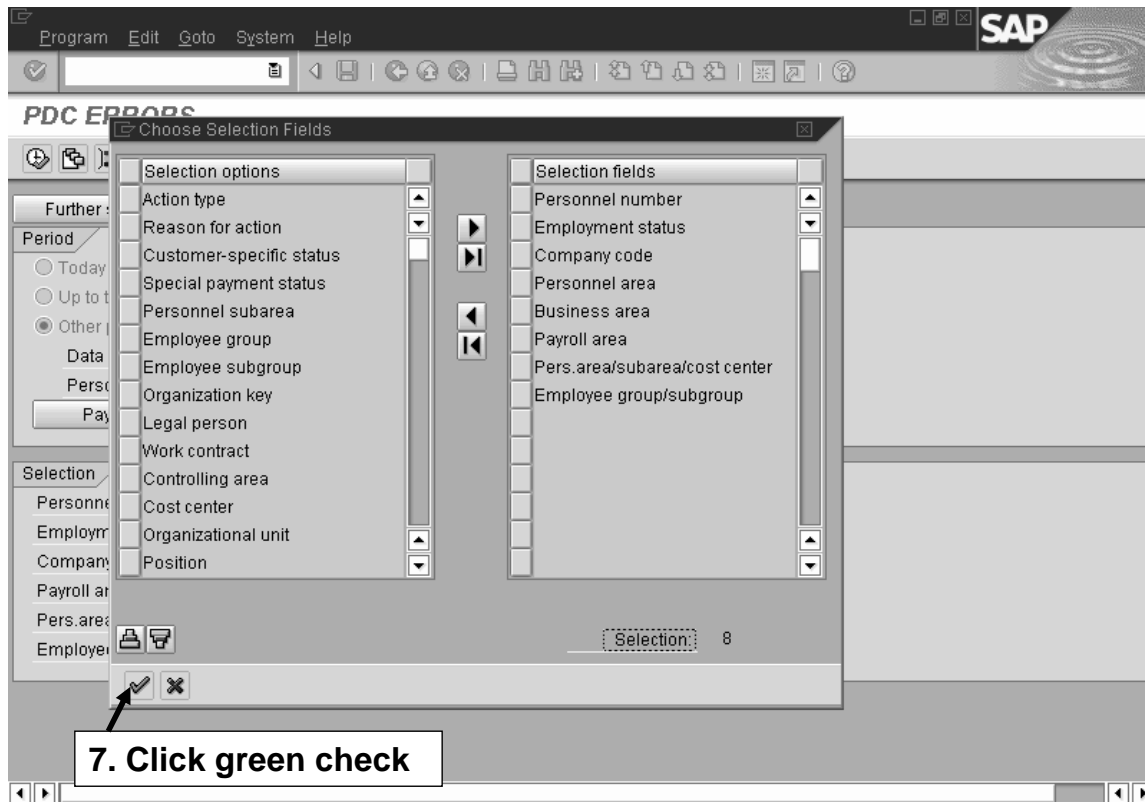


PDC Error Report - ZPDC





PDC Error Report - ZPDC





PDC Error Report - ZPDC

PDC ERRORS

Further selections Search helps Sort order

☐ Current month ☐ Current year
☐ From today

☒ Other period

Data Selection Period 08/29/2004 To 09/13/2004
Person selection period To
Payroll period

Selection

Personnel number		
Employment status	3	
Company Code		
Personnel area		
Business area	0610	
Payroll area		
Pers.area/subarea/cost cente		
Employee group/subgroup		

8. Enter criteria

9. Click to execute



PDC Error Report - ZPDC

The screenshot shows the SAP PDC Error Report (ZPDC) interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'PDC ERRORS' is displayed in a bold, italicized font. The report content is as follows:

PROGRAM: ZHR_PDC_ERRORS
TIME: 16:20:47 CLIENT ETR 513

EMPLOYEES WITH PDC FLAG = YES
08/29/2004 - 09/13/2004

BUSINESS AREA 0610 DEPT OF FINANCE AND ADMIN

BUSINESS AREA 0610 DEPT OF FINANCE AND ADMIN

BUSINESS AREA 0610 DEPT OF FINANCE AND ADMIN

00000022 HAYES GLENDA
00000041 WRIGHT VALERIAN

The report is displayed in a window with a scroll bar on the right and a status bar at the bottom.

2-72

If there are employee(s) listed on this report, you must rerun Time Evaluation (PT60) with the display log on to view the error messages. After analyzing and correcting errors, rerun affected employee(s) through your payroll processes.

Demonstration

PAYROLL STATUS LOCK INDICATOR REPORT (ZLOCK)

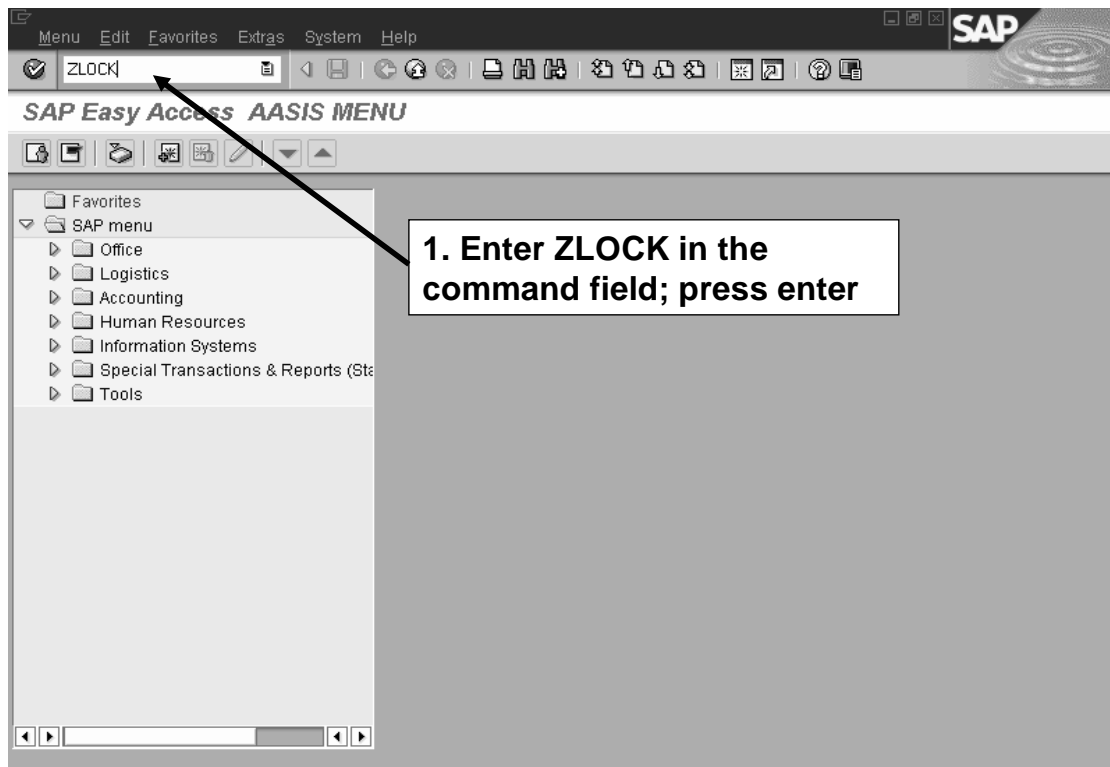


2-73

Personnel numbers which are locked will not process through payroll. This report will identify all personnel numbers that are locked. If any personnel numbers generate from this report, you must call OPM Payroll Systems immediately for assistance or the employee **WILL NOT** be paid. The roles that can access this report are Agency/State Central Time Management, Time Management Specialist, and Agency Payroll Systems Management.

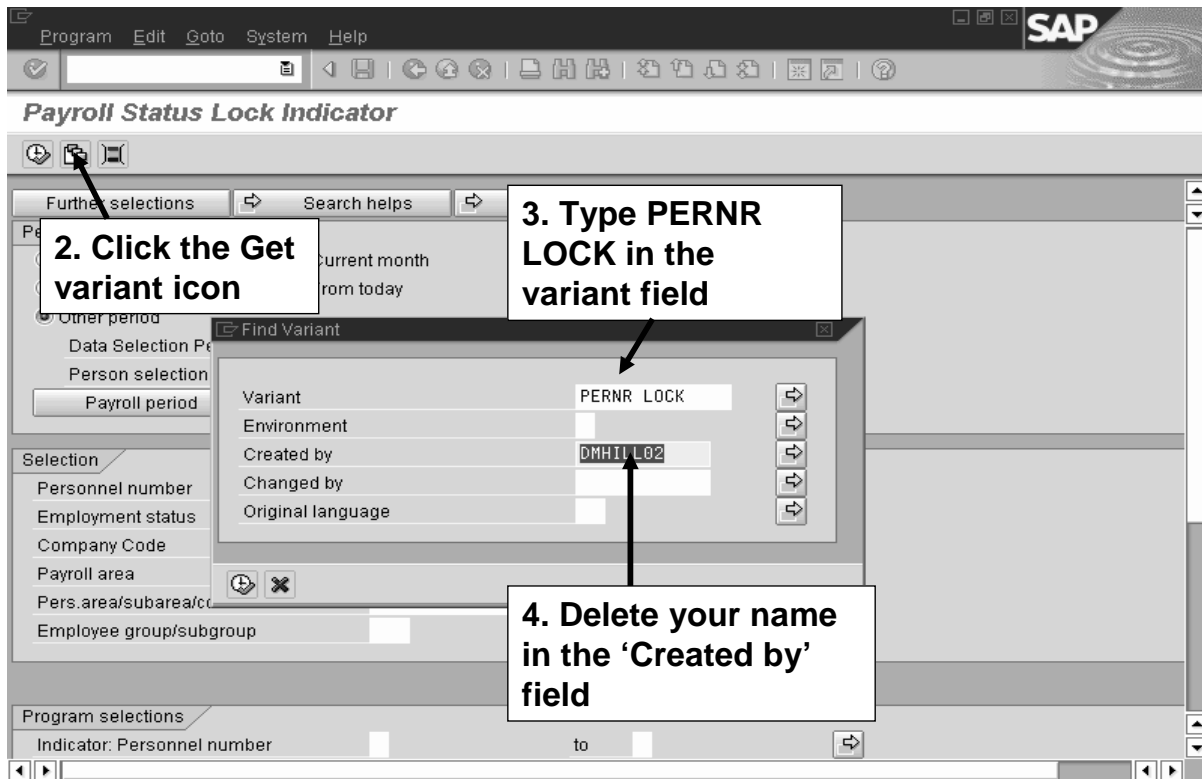


Payroll Status Lock Indicator Report - ZLOCK



2-74

Payroll Status Lock Indicator Report - ZLOCK



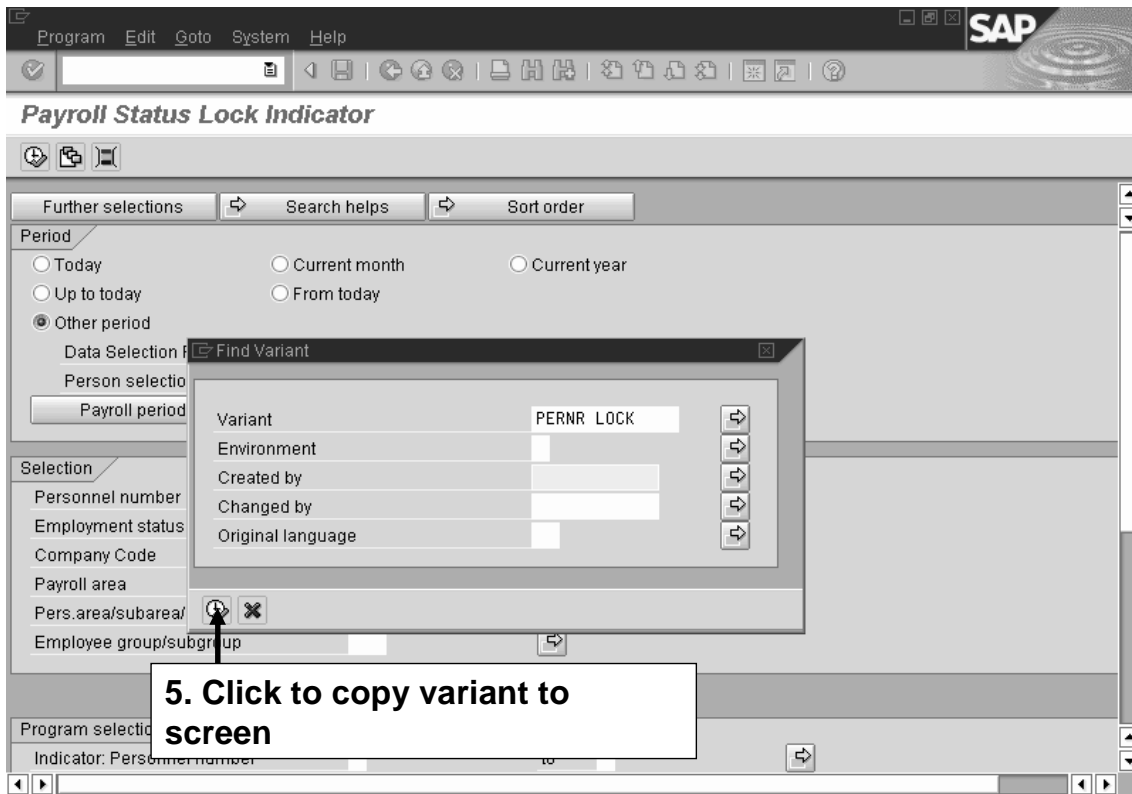
The screenshot shows the SAP Payroll Status Lock Indicator Report (ZLOCK) interface. The main window is titled "Payroll Status Lock Indicator". It features a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Further selections:** Includes "Search helps" and "Data Selection Parameters".
- Person selection:** Includes "Payroll period" and "Other period".
- Selection:** Includes "Personnel number", "Employment status", "Company Code", "Payroll area", "Pers. area/subarea/c", and "Employee group/subgroup".
- Program selections:** Includes "Indicator: Personnel number" and "to".

Four instructional callouts are present:

- 2. Click the Get variant icon:** Points to the "Get variant" icon in the top left corner of the main area.
- 3. Type PERNR LOCK in the variant field:** Points to the "Variant" field in the "Find Variant" dialog box, which contains the text "PERNR LOCK".
- 4. Delete your name in the 'Created by' field:** Points to the "Created by" field in the "Find Variant" dialog box, which contains the text "DMHIL02".

Payroll Status Lock Indicator Report - ZLOCK



Program Edit Goto System Help

Payroll Status Lock Indicator

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Find Variant

Person selection

Payroll period

Selection

Personnel number

Employment status

Company Code

Payroll area

Pers.area/subarea/

Employee group/subgroup

Program selection

Indicator: Personnel number

5. Click to copy variant to screen

2-76

You must choose the variant “PERNR LOCK” before entering your selection criteria.



Payroll Status Lock Indicator Report - ZLOCK

2-77

You must enter the start date of the payroll period in the first box of the Other period field and the end of the payroll period in the second box of the Other period field. The Person selection period fields and the Data selection period fields must contain the same dates. If both of these field are not filled out, your report will not generate true data.



Payroll Status Lock Indicator Report - ZLOCK


The screenshot shows the SAP Payroll Status Lock Indicator report interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window is titled 'Payroll Status Lock Indicator'. It features a 'Further selections' section with radio buttons for 'Current month', 'Current year', and 'From today'. Below this, there are date fields for 'Data Selection Period' and 'Person selection period', both ranging from 08/29/2004 to 09/13/2004. A 'Payroll period' button is also present. The 'Selection' section lists various criteria: Personnel number, Employment status, Personnel area, Personnel subarea, Employee group, Employee subgroup, and Business area. Annotations with arrows point to specific fields: '9. Click to execute' points to the 'Further selections' section; '7. Enter 3 for active employees' points to the 'Employment status' field; and '8. Enter criteria' points to the 'Business area' field, which contains the value '0610'. A 'Program selections' section is at the bottom.

9. Click to execute

7. Enter 3 for active employees

8. Enter criteria

2-78

You may choose to run your report by Personnel area, Business areas, etc. If you have more than one area, you wish to run the report by, you can choose the multiple selection button  at the end of the desired option and entered the single values.



Payroll Status Lock Indicator Report - ZLOCK

Program Edit Goto System Help

Payroll Status Lock Indicator

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today
☒ Other period

Data Selection Period 08/29/2004 To 09/13/2004
Person selection period 08/29/2004 To 09/13/2004

Payroll period

Selection

Personnel number
Employment status 3
Personnel area
Personnel subarea
Employee group
Employee subgroup
Business area 0610

Program selections

No data was selected

2-79

Once the report is generated, if there are no locked employees, you will receive the message 'No data was selected'.



Payroll Status Lock Indicator Report - ZLOCK

The screenshot shows the SAP Payroll Status Lock Indicator Report (ZLOCK) interface. The title bar includes 'List Edit Goto System Help' and the SAP logo. The main title is 'Payroll Status Lock Indicator'. Below the title bar is a toolbar with various icons. The report displays a table with columns: Pers.no., BA, PA, PA Last name, First name, G, and T. The data is filtered for Business area 0610. The table lists three employees: 00000125 (Maurice Orr), 00000146 (Cynthia Anderson), and 00000177 (Ebony Foster), all with a lock indicator 'X'. A large black box with white text 'DISPLAY PURPOSES ONLY' is overlaid on the table. The status bar at the bottom shows 'Count Business area 0610'.

Pers.no.	BA	PA	PA Last name	First name	G	T
Business area 0610						
00000125	0610	FA04 11	Orr	Maurice	X	
00000146	0610	FA04 11	Anderson	Cynthia	X	
00000177	0610	FA04 11	Foster	Ebony	X	

2-80

If there are any employees listed on this report that should not be locked, you must call OPM Payroll Systems for assistance. Remember any locked employee will not be paid.



Demonstration

IT 2001 LOCK RECORDS REPORT (Z001)

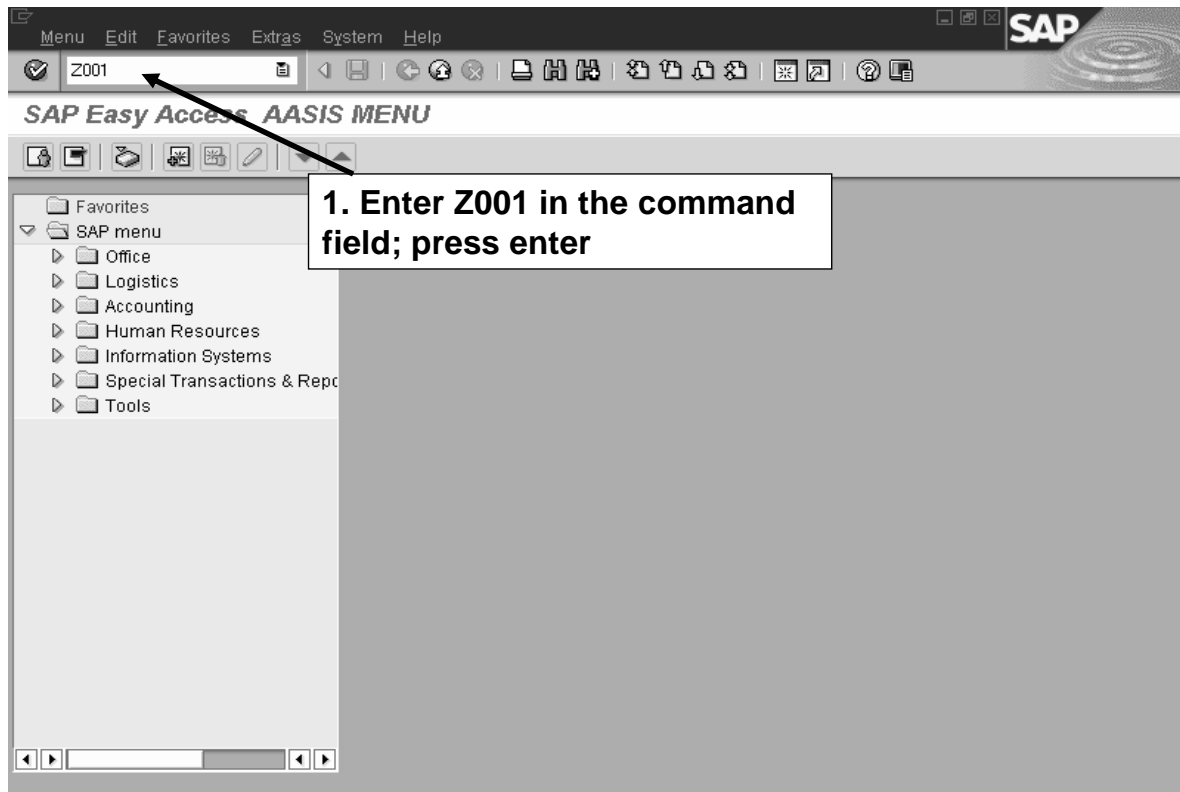


2-81

This report will display any absences that the employee has in the system that are locked. You cannot go into a prior fiscal year to unlock records without prior authorization from OPM Payroll Systems. Any absences that are locked will not flow through payroll. The roles that can access this report are Agency/State Central Time Management and Agency Time Specialist.



IT 2001 Locked Records Report – Z001





IT 2001 Locked Records Report – Z001

Program Edit Goto System Help

Locked IT 2001 Absences

Program selections

End Date 12/31/9999 to

Business area 0610 to

Personnel number

Lock indicator for HR master X

2. Enter Business area or Personnel number

Further processing options

☒ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ Additional query functions

☐ File store

☐ Save with ID

☐ Interactive list

☐ Word processing

☐ Spreadsheet

2-83

The end date will default to 12/31/9999 upon selecting this report. **PLEASE DO NOT CHANGE THIS DATE.**



IT 2001 Locked Records Report – Z001

3. Click to execute

Program selections

12/31/9999	to	
0610	to	
	to	
	to	

Lock indicator for HR master: X

Further processing options

- ☒ No further processing
- ☐ Display as table
- ☐ Graphics
- ☐ ABC analysis
- ☐ Executive Info System (EIS)
- ☐ Additional query functions
- ☐ File store
- ☐ Save with ID
- ☐ Interactive list
- ☐ Word processing
- ☐ Spreadsheet

2-84

The Lock Indicator for HR Master field should contain an "X". **DO NOT CHANGE.**



IT 2001 Locked Records Report – Z001

Locked IT 2001 Absences

Program selections

End Date 12/31/9999 to [] []

Business area 0610 to [] []

Personnel number [] to [] []

Lock indicator for HR master X to [] []

Further processing options

☒ No further processing

☐ Display as table ☐ Interactive list

☐ Graphics ☐ Word processing

☐ ABC analysis ☐ Spreadsheet

☐ Executive Info System (EIS)

☐ Additional query functions []

☐ File store []

☐ Save with ID []

No data was selected

2-85

You will receive the message 'No data was selected' if there are no absences that are locked.



IT 2001 Locked Records Report – Z001

BA	PersNo	Last name First name	L	STy.	Start date	End date
0610	0000025	Tyler Scott	X	ANNL	12/07/2001	12/07/2001
0610	0000076	Orr Marion	X	LWOP	09/20/2001	09/20/2001
0610	0000089	King John	X	ANNL	07/23/2001	07/23/2001
0610	0000104	Colford Dave	X	SICK	10/31/2001	10/31/2001
0610	0000122	Archer Anita	X	SICK	11/05/2001	11/05/2001
0610	0000126	Horner Janie	X	ANNL	06/22/2003	06/10/2004
0610	0000138	Young Wendell	X	SICK	07/22/2002	07/22/2002
			X	SICK	07/23/2002	07/23/2002
			X	SICK	07/24/2002	07/24/2002
			X	SICK	07/30/2002	07/30/2002

DISPLAY PURPOSES ONLY

Any absences that are locked for the employee will be listed. **DO NOT** unlock any absences that are outside of the current fiscal year.



Demonstration

IT 2002 LOCK RECORDS REPORT (Z002)

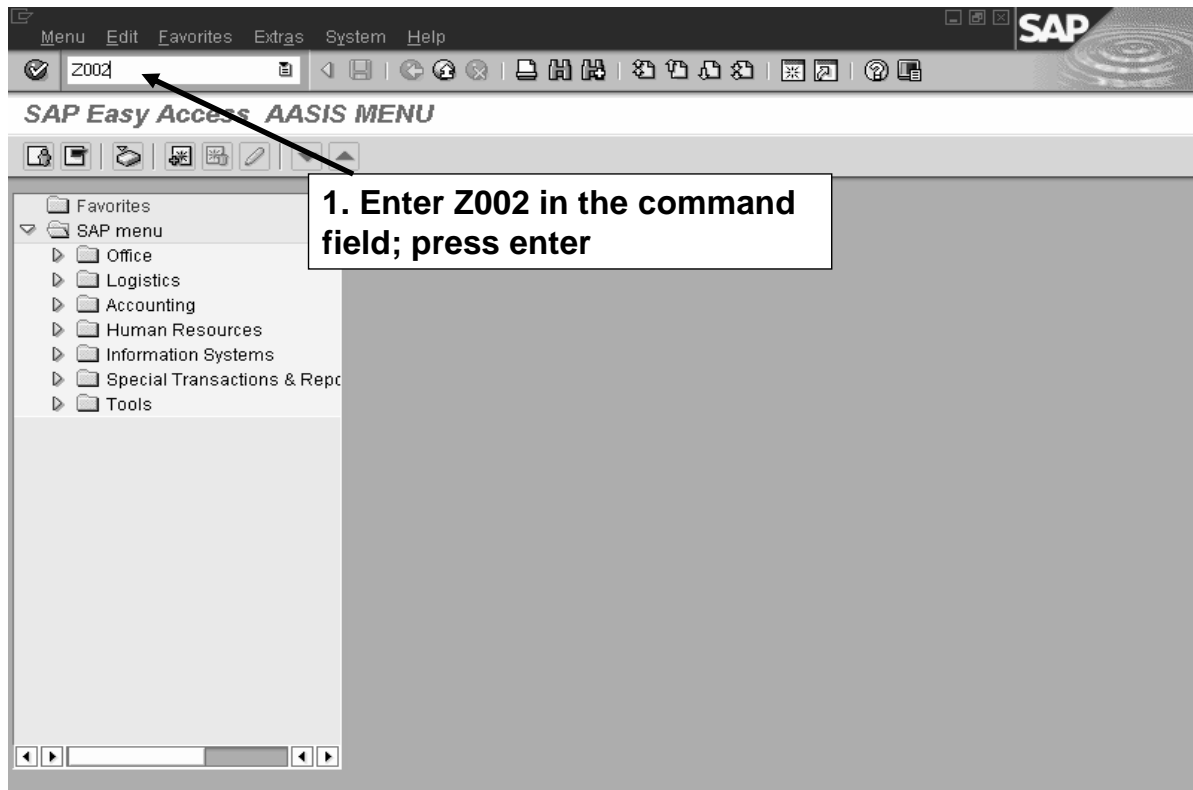


2-87

This report will display any attendances that the employee has in the system that are locked. You cannot go into a prior fiscal year to unlock records without prior authorization from OPM Payroll Systems. Any attendances that are locked will not flow through payroll. The roles that can access this report are Agency/State Central Time Management and Agency Time Specialist.



IT 2002 Locked Records Report – Z002



2-88



IT 2002 Locked Records Report – Z002

Program selections

End Date 12/31/9999 to

Business area 0610 to

Personnel number

Lock indicator for HR master X

Further processing options

☒ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ Additional query functions

☐ File store

☐ Save with ID

☐ Interactive list

☐ Word processing

☐ Spreadsheet

2. Enter Business area or Personnel number

2-89

The end date will default to 12/31/9999 upon selecting this report. **PLEASE DO NOT CHANGE THIS DATE.**



IT 2002 Locked Records Report – Z002

The screenshot shows the SAP IT 2002 Locked Records Report (Z002) interface. The title bar indicates the program is 'Program Edit Goto System Help' and the SAP logo is visible. The main title is 'Locked IT 2002 Attendances'. Below this, there are icons for a clock and a document. The 'Program selections' section includes a date field '12/31/9999', a field '0610' with a lock icon, and a field 'X' which is circled. To the right of these fields are four 'to' labels and four arrow buttons. The 'Further processing options' section contains several radio buttons: 'No further processing' (selected), 'Display as table', 'Graphics', 'ABC analysis', 'Executive Info System (EIS)', 'Additional query functions', 'File store', 'Save with ID', 'Interactive list', 'Word processing', and 'Spreadsheet'. There are also three empty text input fields.

3. Click to execute

2-90

The Lock Indicator for HR Master field should contain an "X". **DO NOT CHANGE.**



IT 2002 Locked Records Report – Z002

Program Edit Goto System Help

Locked IT 2002 Attendances

Program selections

End Date 12/31/9999 to

Business area 0610 to

Personnel number to

Lock indicator for HR master X to

Further processing options

☒ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ Additional query functions

☐ File store

☐ Save with ID

☐ Interactive list

☐ Word processing

☐ Spreadsheet

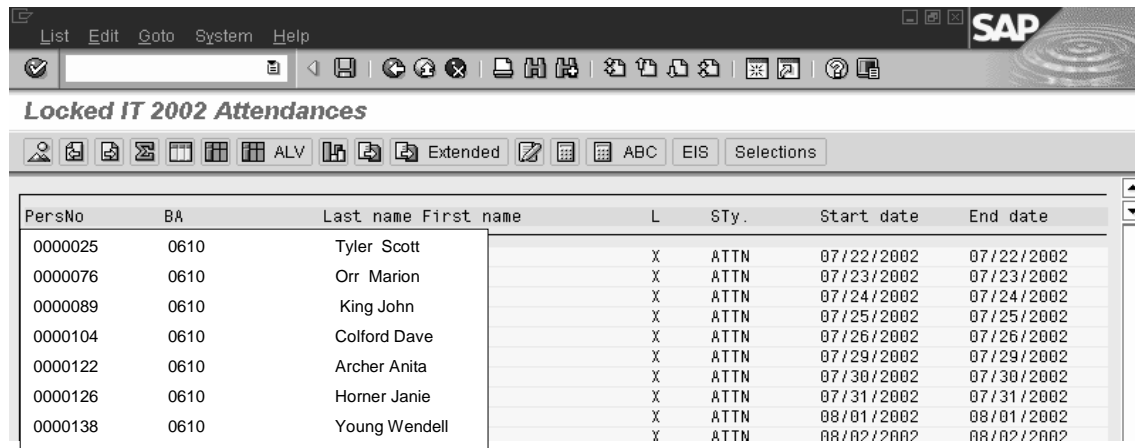
No data was selected

2-91

You will receive the message 'No data was selected' if there are no attendances that are locked.



IT 2002 Locked Records Report – Z002



PersNo	BA	Last name	First name	L	STy.	Start date	End date
0000025	0610	Tyler	Scott	X	ATTN	07/22/2002	07/22/2002
0000076	0610	Orr	Marion	X	ATTN	07/23/2002	07/23/2002
0000089	0610	King	John	X	ATTN	07/24/2002	07/24/2002
0000104	0610	Colford	Dave	X	ATTN	07/25/2002	07/25/2002
0000122	0610	Archer	Anita	X	ATTN	07/26/2002	07/26/2002
0000126	0610	Horner	Janie	X	ATTN	07/29/2002	07/29/2002
0000138	0610	Young	Wendell	X	ATTN	07/30/2002	07/30/2002
				X	ATTN	07/31/2002	07/31/2002
				X	ATTN	08/01/2002	08/01/2002
				X	ATTN	08/02/2002	08/02/2002

DISPLAY PURPOSES ONLY

2-92

Any attendances that are locked for the employee will be listed. **DO NOT** unlock any attendances that are outside of the current fiscal year.

Demonstration

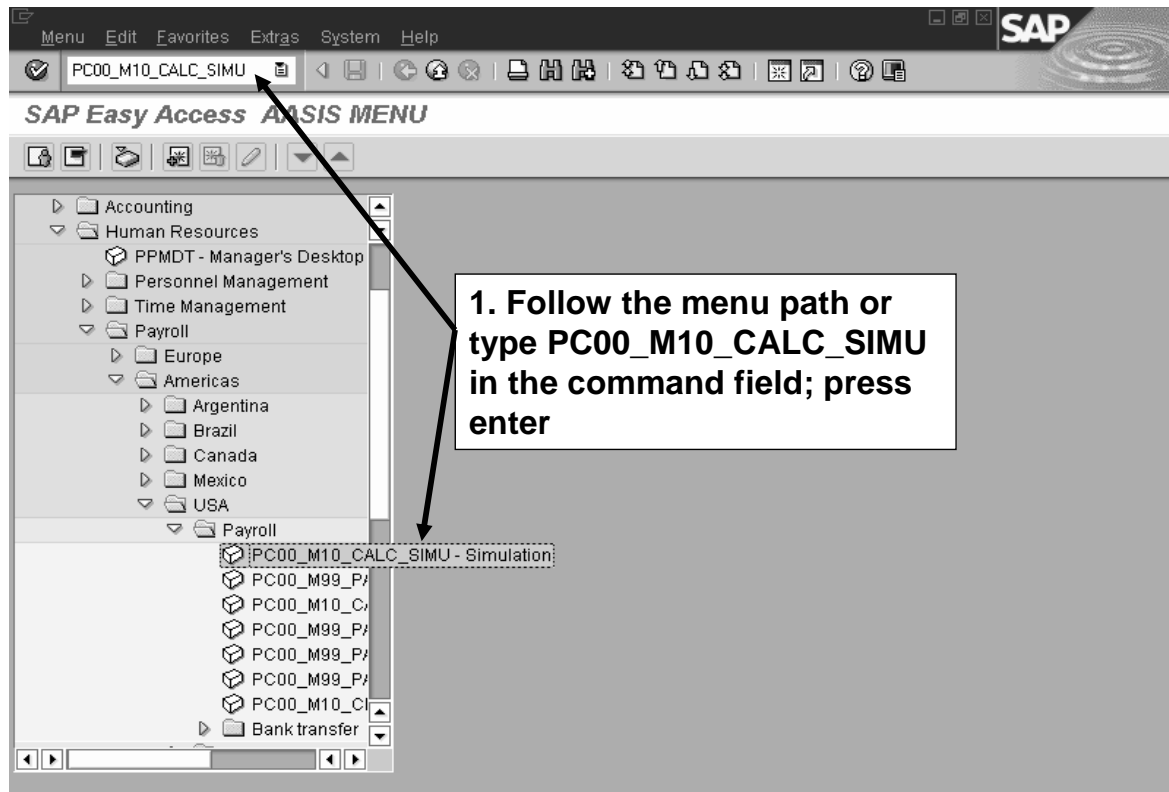
PAYROLL SIMULATION (PC00_M10_CALC_SIMU)



2-93

The Payroll simulation will allow the Agency to view the simulated payroll results for their employees to ensure totals are correct before OPM runs a live payroll. **THIS PROCESS SHOULD NEVER BE ELIMINATED.** If you encounter errors during simulation, you should analyze and correct **ALL** errors for the rejected personnel numbers. When the errors are corrected, simulate the payroll run again for the affected employee(s). The role that has authorization to run this transaction is Agency Payroll Systems Management.

Payroll Simulation (PC00_M10_CALC_SIMU)



2-94

The menu path is Human Resource > Payroll > Americas > USA > Payroll > Simulation.



Payroll Simulation (PC00_M10_CALC_SIMU)

Program Edit Goto System Help

Payroll Driver (USA)

Selections from Search tips

Payroll period

Payroll area 11

☒ Current period

☐ Other period

Selection

Personnel number

Personnel area

Business area

Payroll area

Cost center

General program control

Reason for payroll

Off-cycle payroll

Schema U000

Forced retro.accounting as of

☒ Test run (no update)

2-95

Arkansas uses only one payroll area which is Bi-Weekly (11).



Payroll Simulation (PC00_M10_CALC_SIMU)

3. Click other period

4. Enter payroll run and year; press enter

Payroll period
Payroll area 11
☐ Current period
☒ Other period 19 2004

Selection
Personnel number
Personnel area
Business area
Payroll area
Cost center

General program control
Reason for payroll
Off-cycle payroll
Schema U000
Forced retro.accounting as of
☒ Test run (no update)

2-96

When you are simulating a payroll for Other Period, you must specify the number of the payroll run and the year. Current period should only be chosen when you are correcting payroll errors on the evening of the payroll cutoff.

Payroll Simulation (PC00_M10_CALC_SIMU)

Note: Payroll period dates will default when you press enter

Payroll period

Payroll area 11 From 08/29/2004 To 09/11/2004

☐ Current period

☒ Other period 19 2004

Selection

Personnel number FA01

Personnel area

Business area

Payroll area

Cost center

General program control

Reason for payroll


Off-cycle payroll

Schema U000

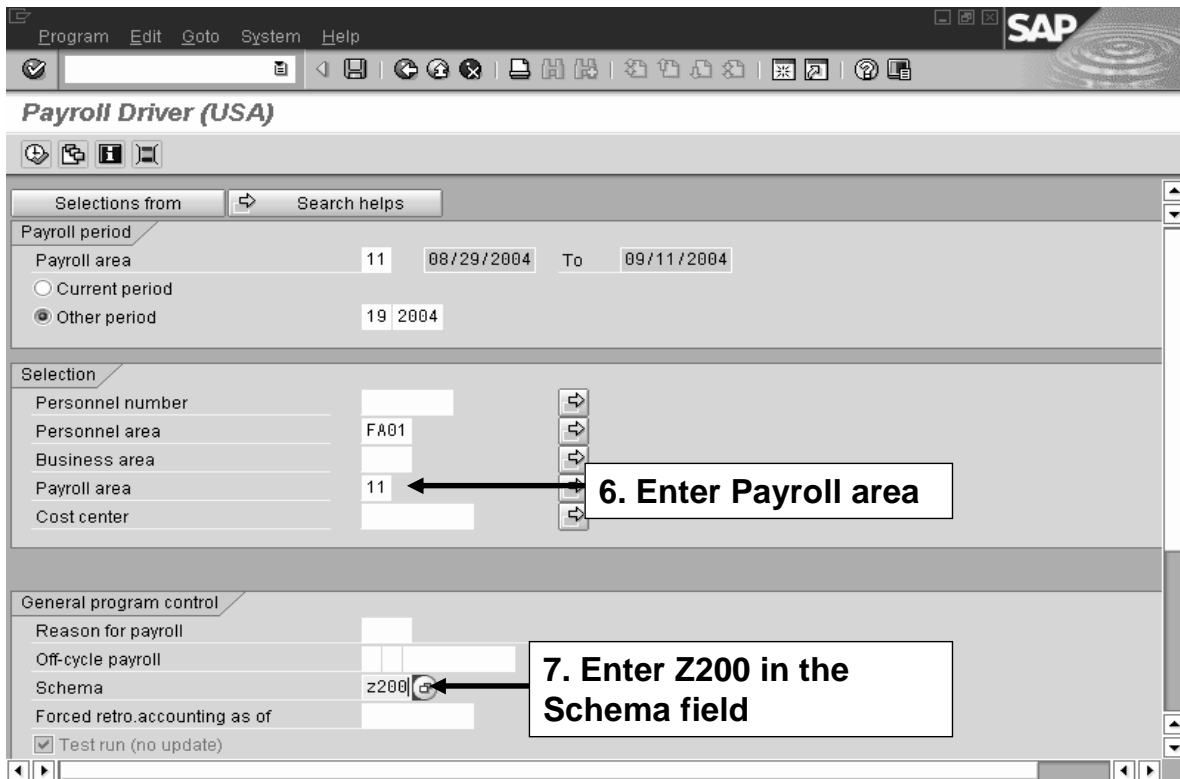
Forced retro.accounting as of

☒ Test run (no update)

2-97

You may choose to run your report by Personnel number, Personnel area, Business area, etc. If you wish to run the report by more than one area, you can choose the multiple selection button  at the end of the desired option and enter single values or ranges.

Payroll Simulation (PC00_M10_CALC_SIMU)



The screenshot displays the SAP Payroll Driver (USA) simulation interface. The 'Payroll period' section shows a date range from 08/29/2004 to 09/11/2004, with 'Other period' selected. The 'Selection' section contains fields for Personnel number (FA01), Personnel area, Business area, Payroll area (11), and Cost center. An annotation '6. Enter Payroll area' points to the Payroll area field. The 'General program control' section includes fields for Reason for payroll, Off-cycle payroll, Schema (Z200), and Forced retro.accounting as of. An annotation '7. Enter Z200 in the Schema field' points to the Schema field. A 'Test run (no update)' checkbox is checked at the bottom.

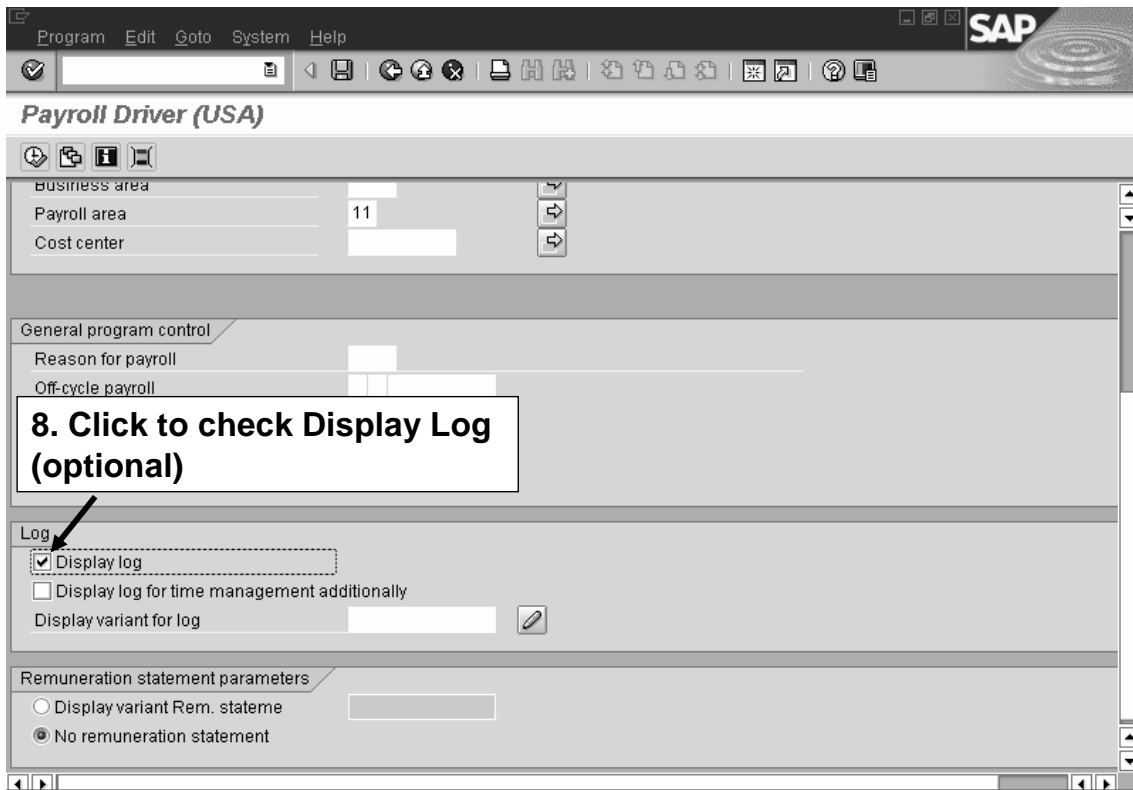
2-98

Under the selection section, you must enter the appropriate payroll area again if not defaulted. This will prevent you from getting the message 'PAREA ** is ignored, incorrect period modifier' upon executing the simulation.

Always use the schema Z200 in the Schema field. This calculation schema defines the order and contents of a program run. The Schema consists of a list of instructions and references to subschemas and/or functions which are defined in more detail by parameters.

** 03, 10, 12, 13, 14

Payroll Simulation (PC00_M10_CALC_SIMU)



Payroll Driver (USA)

Business area
Payroll area 11
Cost center

General program control
Reason for payroll
Off-cycle payroll

8. Click to check Display Log (optional)

Log
☒ Display log
☐ Display log for time management additionally
Display variant for log

Remuneration statement parameters
☐ Display variant Rem. stateme
☒ No remuneration statement

2-99

Scroll down and select the 'Display log' box if applicable.
Note: If you are running a simulation for a large group of employees, selecting the display log will result in a longer run time. Payroll error messages will show with or without 'Display Log' option checked.

Payroll Simulation (PC00_M10_CALC_SIMU)

Payroll Driver (USA)

Business area
Payroll area 11
Cost center

General program control
Reason for payroll
Off-cycle payroll
Schema Z200
Forced retro.accounting as of
☒ Test run (no update)

9. Click to Display remuneration statement (optional)

Display variant for log

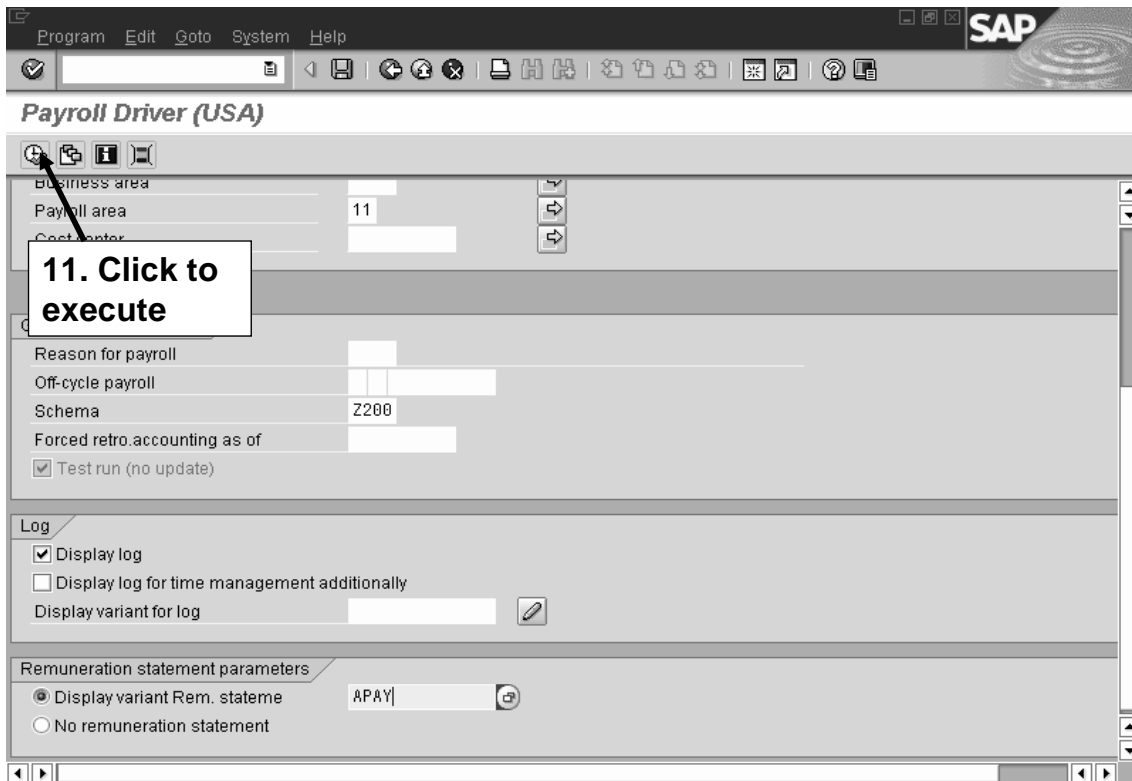
Remuneration statement parameters
☒ Display variant Rem. stateme APAY
☐ No remuneration statement

10. Enter appropriate display variant (optional)

2-100

Under the 'Remuneration statement parameters' section, you have a choice to display a remuneration statement or not to display a remuneration statement. No remuneration statement will be selected upon default. When selecting to display a remuneration statement, you must enter the appropriate display variant, **APAY** for employees with regular salaries or **ATIP** for employees who have tipped earnings results.

Payroll Simulation (PC00_M10_CALC_SIMU)



Payroll Driver (USA)

Business area: _____

Payroll area: 11

Cost center: _____

Reason for payroll: _____

Off-cycle payroll: _____

Schema: Z200

Forced retro.accounting as of: _____

☒ Test run (no update)

Log

☒ Display log

☐ Display log for time management additionally

Display variant for log: _____

Remuneration statement parameters

☒ Display variant Rem. stateme: APAY

☐ No remuneration statement

2-101

If you did not select the display log on the initial screen but did choose APAY or ATIP remuneration variant display, after executing your simulation, skip to step 22.



Payroll Simulation (PC00_M10_CALC_SIMU)

Display Log Tree

12. Click plus sign

Item	Value
Selected personnel numbers	1
Successful	1
Number of periods	1
Rejected	0
Total number of messages and error messages	0

2-102

The Display Tree will indicate the number of selected and successful personnel numbers. If there were any unsuccessful employees, you would have open messages indicating errors. Errors must be analyzed and corrected prior to OPM running a live payroll.

To view a more detailed log on employees, click the plus sign by successful personnel numbers.



Payroll Simulation (PC00_M10_CALC_SIMU)

Display Log Tree

Payroll

- Successful personnel numbers
 - 00001725 Abbie Abney
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful 1
 - Number of periods 1
 - Rejected 0
 - Total number of messages and error messages 0

13. Click the plus sign

2-103

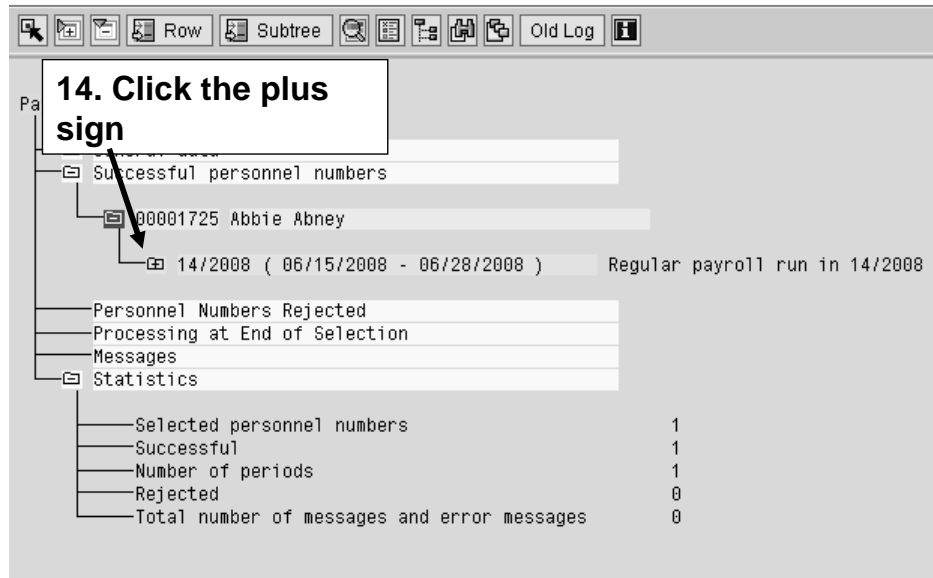
The employee's personnel number and name are listed under the Successful personnel numbers.

Clicking on the plus sign in front of the employee's personnel number will allow you to examine the payroll period.



Payroll Simulation (PC00_M10_CALC_SIMU)

Display Log Tree



2-104

If multiple payroll periods are listed, a retro-calculation has occurred in the prior payroll period(s). You may open each period by clicking on the plus sign adjacent to each period.

To view the results table, you must complete steps 15 – 18.



Payroll Simulation (PC00_M10_CALC_SIMU)

Display Log Tree

Payroll log

- General data
- Successful personnel numbers
 - 00001725 Abbie Abney
 - 14/2008 (06/15/2008 - 06/28/2008) Regular payroll run in 14/2008
 - Initialization USA
 - Basic data processing
 - previous result of period for V0
 - previous pay results
 - processing of time data USA
 - simulation and tax processing
 - ment: Retrocalculation
 - Retroactive accounting
 - Net processing
 - Allocate ER benefit & tax posting
 - Final processing USA
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful 1
 - Number of periods 1
 - Rejected 0
 - Total number of messages and error messages 0

2-105

Click on the plus sign in front of 'Final processing USA' field.



Payroll Simulation (PC00_M10_CALC_SIMU)

Display Log Tree

Payroll log

- General data
- Successful personnel numbers
 - 00001725 Abbie Abney
 - 14/2008 (06/15/2008 - 06/28/2008) Regular payroll run in 14/2008
 - Initialization USA
 - Basic data processing
 - Get previous result of period for V0
 - Reading previous pay results
 - General processing of time data USA
 - Gross cumulation and tax processing
 - Garnishment Retrocalculation
 - Counting
 - Benefit & tax posting
 - g USA
 - GEN NOAB Error for whatever w/type is still in IT
 - ADDUCU P30 Update BENTAB (benefits processing)
 - IF 0 Update cumulative results (table CRT)
 - ENDIF Original payroll?
 - IF IF retro
 - ELSE
 - ENDIF
 - UTRST Build tax reporter index table T5UX1
 - EXPRT RU Export results to database cluster RU
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful 1
 - Number of periods 1
 - Rejected 0
 - Total number of messages and error messages 0

2-106

Click on the plus sign in front of 'ExpRT RU' field.



Payroll Simulation (PC00_M10_CALC_SIMU)

Display Log Tree

Payroll Log

General data

Successful personnel numbers

00001725 Abbie Abney

14/2008 (06/15/2008 - 06/28/2008) Regular payroll run in 14/2008

- Initialization USA
- Basic data processing
- Get previous result of period for V0
- Reading previous pay results
- General processing of time data USA
- Gross cumulation and tax processing
- Garnishment: Retrocalculation
- Retroactive accounting
- Net processing
- Allocate ER benefit & tax posting
- Final processing USA

17. Click the plus sign

ELSE

ENDIF

UTRST

EXPRST

Input

Processing

Personnel Numbers Rejected

Processing at End of Selection

Messages

Statistics

Selected personnel numbers	1
Successful	1
Number of periods	1
Rejected	0
Total number of messages and error messages	0

GEN	NOAB	
P30		Error for whatever w/type is still in IT
0		Update BENTAB (benefits processing)
		Update cumulative results (table CRT)
		Original payroll?
R		IF retro
RU		Build tax reporter index table T5UX1
		Export results to database cluster RU

2-107

Click on the plus sign in front of 'Input' field.



Payroll Simulation (PC00_M10_CALC_SIMU)

Display Log Tree

14/2008 (06/15/2008 - 06/28/2008) Regular payroll run in 14/2008

- Initialization USA
 - Basic data processing
 - Get previous result of period for V0
 - Reading previous pay results
 - General processing of time data USA
 - Gross cumulation and tax processing
 - Garnishment: Retrocalculation
 - Retroactive accounting
 - Net processing
 - Allocate ER benefit & tax posting
 - Final processing USA
- PIT X070 GEN NOAB Error for whatever w/type is still in IT
- BENTB Update BENTAB (benefits processing)
- ADDCU P30
- IF 0
- ENDIF R
- ELSE
- ENDIF
- UTRST
- EXPRT RU

Build tax reporter index table T5UX1
Export results to database cluster RU

Input

- WPBP
- RT
- GRT
- CRT
- BT
- ABC
- C0
- C1
- V0
- DFT
- VCP
- ALP
- LS
- STATUS
- NRCT
- DNRCT
- AVERAGE
- MODIF
- CODIST
- BENTAB

18. Double-click RT



Payroll Simulation (PC00_M10_CALC_SIMU)

Detail View of Log

Table RT			
A	Wage Type	APC1C2C3aBKoReBTAwvTvN0ne	Amount
* /101	Total gross		1,136.16
* /102	401(k) Wage		1,136.16
* /109	ER benefit		125.09
* /114	Base wage f		1,136.16
* /301	TG Withhold 01		1,136.16
* /301	TG Withhold 02		1,136.16
* /303	TG EE Socia 01		1,136.16
* /304	TG ER Socia 01		1,136.16
* /305	TG EE Medic 01		1,136.16
* /306	TG ER Medic 01		1,136.16
* /310	TG ER Unemp 01		1,136.16
* /310	TG ER Unemp 02		1,136.16
* /401	TX Withhold 01		140.42
* /401	TX Withhold 02		49.38
* /403	TX EE Socia 01		70.44
* /404	TX ER Socia 01		70.44
* /405	TX EE Medic 01		16.47
* /406	TX ER Medic 01		16.47
* /550	Statutory n		860.45
* /559	Payment 01		860.45
* /560	Amount to b		860.45
* /5PY	Good Money		1,136.16
* /5U0	Tot EE tax		275.71
* /5U1	Tot ER tax		86.91
* /5U3	Number of p	1.00	
* /5UA	Gen Taxable		1,136.16
* /5UB	Tax base wa		1,136.16
* /5U6	Tax gross w		1,136.16
* /5UW	Number of w 02	2.00	
* /601	TB Withhold 01		1,136.16
* /601	TB Withhold 02		1,136.16
* /603	TB EE Socia 01		1,136.16
* /604	TB ER Socia 01		1,136.16
* /605	TB EE Medic 01		1,136.16
* /606	TB ER Medic 01		1,136.16
* /610	TB ER Unemp 01		1,136.16
* /610	TB ER Unemp 02		1,136.16
* /700	RE plus ER		1,261.25
* /701	RE Withhold 01		1,136.16
* /701	RE Withhold 02		1,136.16
* /703	RE EE Socia 01		1,136.16
* /704	RE ER Socia 01		1,136.16

2-109

The results table will allow you to view contents of the employee payroll results by Wage Type. This includes but not limited to Gross Earnings (wage type /101), Retirement reportable earnings (wage type /102), taxes, deductions, special payments, etc. The results of a simulated payroll run are not saved on the data base.

To view the results table on other employees, repeat steps 13 – 18.



Payroll Simulation (PC00_M10_CALC_SIMU)

Detail View of Log

Table RT

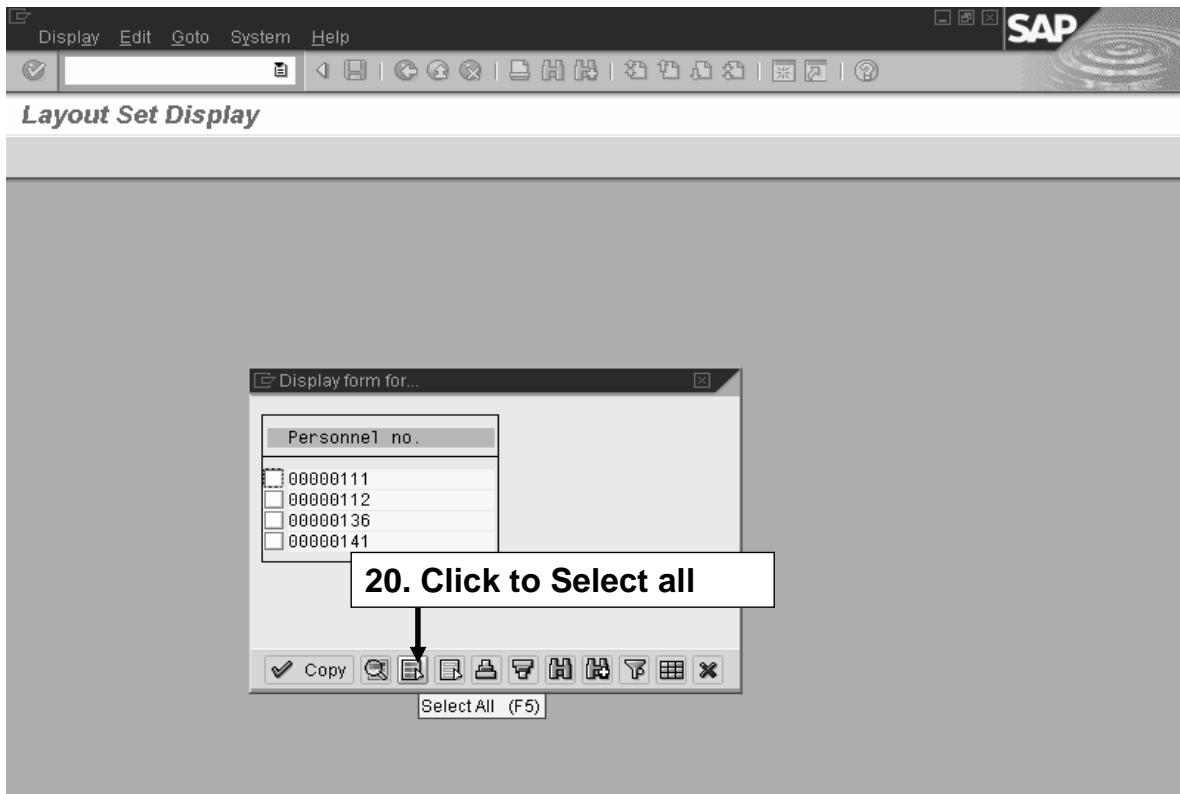
19. Click the Form icon

A	Wage Type	APC1C2C3aBKoReBTAwwTvN0ne	Amount/One	Number	Amount
* /101	Total gross				1,136.16
* /102	401(k) Wag				1,136.16
* /109	ER benefit				125.09
* /114	Base wage				1,136.16
* /301	T6 Withhold	01			1,136.16
* /301	T6 Withhold	02			1,136.16
* /303	T6 EE Socia	01			1,136.16
* /304	T6 ER Socia	01			1,136.16
* /305	T6 EE Medic	01			1,136.16
* /306	T6 ER Medic	01			1,136.16
* /310	T6 ER Unemp	01			1,136.16
* /310	T6 ER Unemp	02			1,136.16
* /401	TX Withhold	01			140.42
* /401	TX Withhold	02			48.38
* /403	TX EE Socia	01			70.44
* /404	TX ER Socia	01			70.44
* /405	TX EE Medic	01			16.47
* /406	TX ER Medic	01			16.47
* /550	Statutory n				860.45
* /559	Payment	01			860.45
* /560	Amount to b				860.45
* /5PY	Good Money				1,136.16
* /5U0	Tot EE tax				275.71
* /5U1	Tot ER tax				86.91
* /5U3	Number of p			1.00	
* /5UA	Gen Taxable				1,136.16
* /5UB	Tax base wa				1,136.16
* /5UG	Tax gross w				1,136.16
* /5UW	Number of w	02		2.00	
* /601	TB Withhold	01			1,136.16
* /601	TB Withhold	02			1,136.16
* /603	TB EE Socia	01			1,136.16
* /604	TB ER Socia	01			1,136.16
* /605	TB EE Medic	01			1,136.16
* /606	TB ER Medic	01			1,136.16
* /610	TB ER Unemp	01			1,136.16
* /610	TB ER Unemp	02			1,136.16
* /700	RE plus ER				1,261.25
* /701	RE Withhold	01			1,136.16
* /701	RE Withhold	02			1,136.16
* /703	RE EE Socia	01			1,136.16
* /704	RE ER Socia	01			1,136.16

2-110

When you select to display a remuneration statement variant, the Form icon will be on your application toolbar.

Payroll Simulation (PC00_M10_CALC_SIMU)

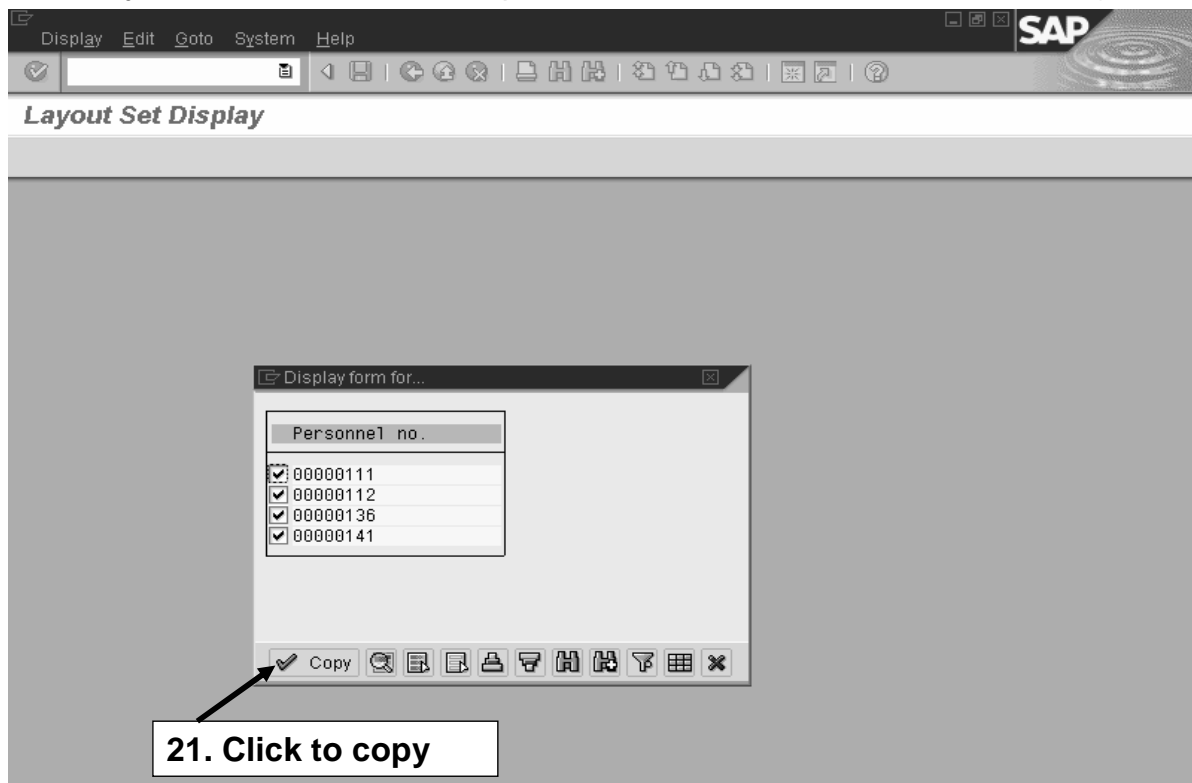


2-111

When you process a simulation for your Personnel or Business area, you most likely will have more than one employee to display. You may view one employee at a time or select all and have each employee's remuneration statement displayed.



Payroll Simulation (PC00_M10_CALC_SIMU)



21. Click to copy

2-112

Selecting all will place checkmarks in each personnel number box.



Payroll Simulation (PC00_M10_CALC_SIMU)

Display Edit Goto System Help

Layout Set Display

For questions, Please contact your Payroll Administrator Amber Justice at 501371-6037

Check # : <Not assigned>
Check Date: 00/00/0000
Pay Period: 08/29/2004 - 09/11/2004

Sharon Bolton
1509 Circle Street
Little Rock AR 72202

SSN. 996-59-8570
FED 01 00 00 0.00
AR 01 00 00 0.00

Employee# 111
Hrly Rate: \$ 7.3587

EARNINGS				TAXABLE EARNINGS			
	WrkHrs	CURRENT	YTD		CURRENT		
Regular working time	72.00	529.83	10,596.60	FED			
Holiday pay	8.00	58.87	470.96	TX Withholding Tax	588.70	11,	
Vacation pay			117.74	TX EE Social Security	588.70	11,	
Total Earnings - Cum.	80.00	588.70	11,185.30	TX EE Medicare Tax	588.70	11,	
				State AR			
				TX Withholding Tax	588.70	11,	

TAXES			
	CURRENT	YTD	
FED			
TX Withholding Tax	59.46	1,129.74	
TX EE Social Security	36.50	693.49	
TX EE Medicare Tax	8.54	162.19	
State AR			
TX Withholding Tax	15.53	295.07	
Total Taxes - Cum	120.03	2,280.49	

22. Verify each remuneration statement for accuracy

2-113

Reminder: Never distribute simulated remuneration statements to your employees. All valid remuneration statements will have a check number assigned to them.

Payroll



After all steps are successfully completed at the Agency level by 2:00 pm, OPM will run live payroll. Results from the live payroll will be posted to allow agencies to view the Payroll Results Tables (RT). AASIS will send a system message informing you when live payroll has run and when payroll has exited.

2-114

After payroll has run, if the following occur, contact OPM Payroll Systems for assistance if needed:

1) **Overpayments**

- Overpayments for active employees will be recovered through retro-calculation with exceptions during fiscal year end
- Overpayments for terminated employees (contact OPM Payroll Systems for procedures)

2) **Reissues**

- Lost or stolen warrants will be voided and reissued with new warrant numbers (Contact OPM Payroll System for procedures)

Payroll



After all steps are successfully completed at the Agency level by 2:00 pm, OPM will run live payroll. Results from the live payroll will be posted to allow agencies to view the Payroll Results Tables (RT). AASIS will send a system message informing you when live payroll has run and when payroll has exited.

2-115

(continued)

3) Reversals

➤ Warrants issued for incorrect amounts, if appropriate, will be reversed and reissued with new warrant numbers (Contact OPM Payroll Systems for procedures)



Demonstration

PAYROLL SIMULATION (PC00_M10_CALC_SIMU) Off-Cycle

You may need to request an Off-Cycle payroll run if an employee is due a payment in addition to their regular payroll payment, such as a correction for a specific payroll period, or if an employee is due a payment overlooked in the regular payroll cycle

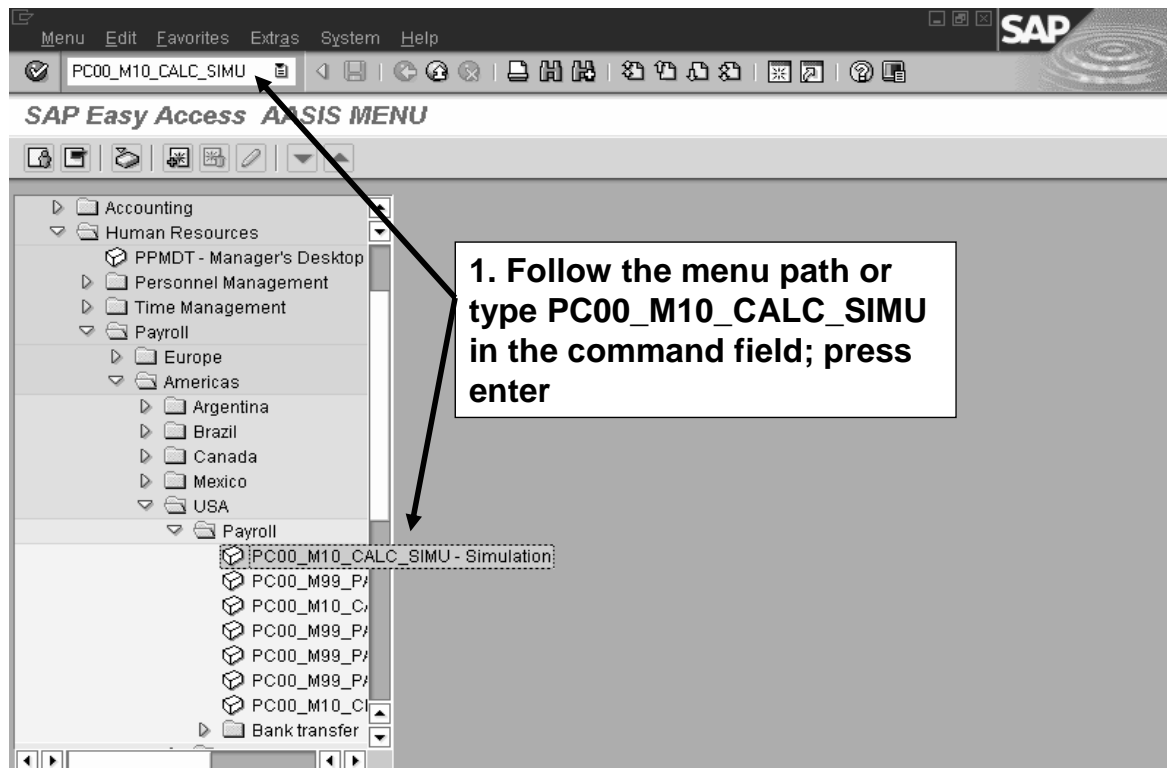
2-116

Off-cycle payrolls are carried out in addition to the regular payroll run and certain criteria must apply.

A spreadsheet to request the Off-Cycle payment run should be sent to OPM as soon as you discover the error for processing. OPM will routinely run Off-cycle payroll on the Tuesday and Thursday following a pay date (second week of a payperiod).

You must follow OPM State Payroll Systems policy concerning deadlines for submission for an Off-Cycle request and requirements for running an Off-Cycle.

Simulation Off-Cycle (PC00_M10_CALC_SIMU)



2-117

Errors in Employee's pay must be **more** than 16 hours short of the pay they were due for their regular payroll to qualify for an Off-Cycle payroll run.

If the error is not a Time correction or Master Data correction (that will create a retro-calc) and a specific dollar amount is known, it must be entered prior to simulating the Off-Cycle payroll. If the error requires a 'Payroll Results Adjustment' by OPM Payroll, this entry must be completed prior to Off-Cycle Payroll simulation to be calculated by the Off-Cycle process. Time Evaluation **does not** need to be completed for payments of specific dollar amounts in one of the above mentioned infotypes.



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Payroll Driver (USA)

Program Edit Goto System Help

Search helps

Payroll period

Payroll area: 11

☒ Current period
☐ Other period

Selection

Personnel number: []
Personnel area: []
Business area: []
Payroll area: []
Cost center: []

General program control

Reason for payroll: []
Off-cycle payroll: []
Schema: U000
Forced retro.accounting as of: []
☒ Test run (no update)

2-118

Arkansas uses only one payroll area which is Bi-Weekly (11).



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Program Edit Goto System Help

Payroll Driver (USA)

Selections from Search helps

Payroll period

Payroll area 11 08/29/2004 To 09/11/2004

☒ Current period 19 2004

☐ Other period

Selection

Personnel number 11

Personnel area

Business area

Payroll area 11

Cost center

General program control

Reason for payroll

Off-cycle payroll

Schema U000

Forced retro.accounting as of


☒ Test run (no update)

2-119

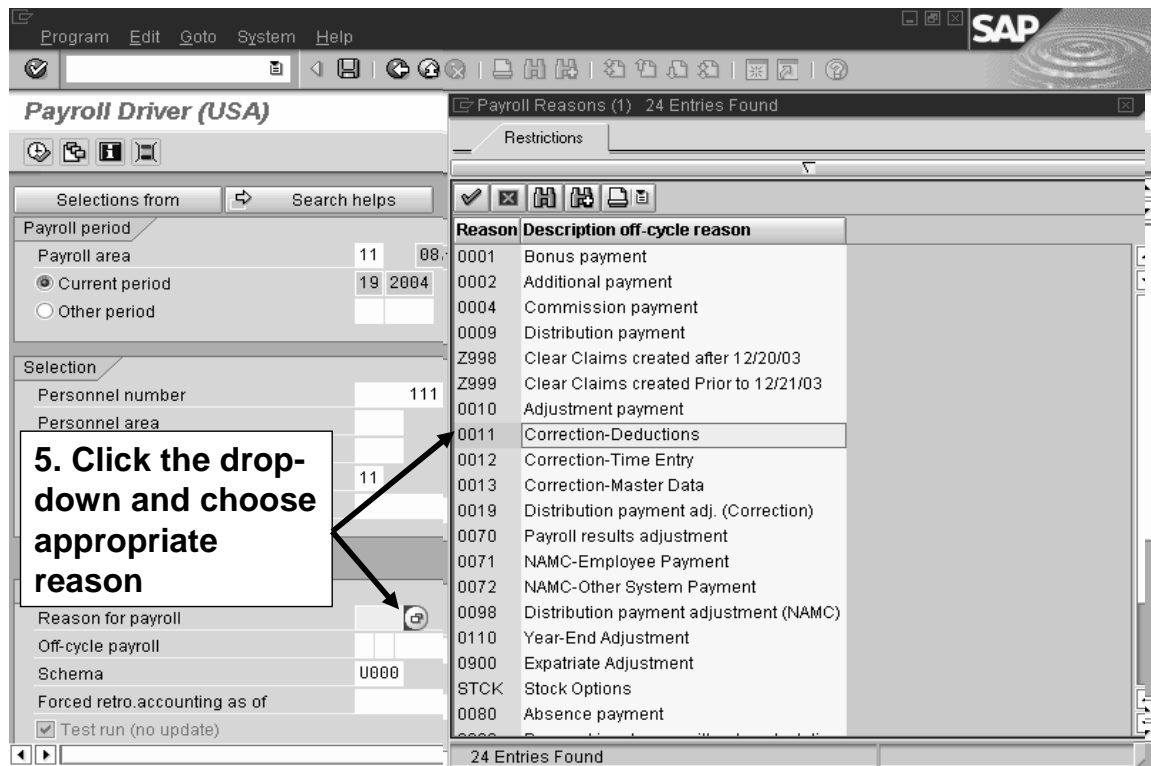
Note: Payroll period dates will default when you press enter

3. Enter criteria

4. Enter 11 in the payroll area field if not populated

Enter the personnel number to simulate. If you have more than one, you may choose the enter single values by choosing the multiple selection icon 

Simulation Off-Cycle (PC00_M10_CALC_SIMU)



Payroll Driver (USA)

Program Edit Goto System Help

Payroll period: 11 08

Payroll area: 19 2004

Current period (selected)

Other period

Selection: Personnel number 111, Personnel area 11

Reason for payroll: [Drop-down menu]

Off-cycle payroll: [Drop-down menu]

Schema: U000

Forced retro.accounting as of: [Drop-down menu]

Test run (no update) [checked]

Payroll Reasons (1) 24 Entries Found

Reason	Description off-cycle reason
0001	Bonus payment
0002	Additional payment
0004	Commission payment
0009	Distribution payment
Z998	Clear Claims created after 12/20/03
Z999	Clear Claims created Prior to 12/21/03
0010	Adjustment payment
0011	Correction-Deductions
0012	Correction-Time Entry
0013	Correction-Master Data
0019	Distribution payment adj. (Correction)
0070	Payroll results adjustment
0071	NAMC-Employee Payment
0072	NAMC-Other System Payment
0098	Distribution payment adjustment (NAMC)
0110	Year-End Adjustment
0900	Expatriate Adjustment
STCK	Stock Options
0080	Absence payment

24 Entries Found

2-120

The reason codes used in the AASIS system are: 0011- Correction – Deduction or 0070 – Payroll Results Adjustment.



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Payroll Driver (USA)

Program Edit Goto System Help

Payroll period

Payroll area 11 08/29/2004

☒ Current period 19 2004

☐ Other period

Selection

Personnel number 111

Personnel area 11

Reason for payroll 0011

Off-cycle payroll ☒

Schema U000

Forced retro.accounting as of

☒ Test run (no update)

Payroll type (1) 5 Entries Found

Payroll ty...	Short text
A	Bonus payment
B	Correction accounting
C	Manual check
S	Regular payroll run
S	Supplemental Payment

5 Entries Found

2-121

Use Payroll Type 'A' if OPM Payroll Systems processes a claims clearing through Additional Off-cycle Payments (Infotype 0267). Use Payroll Type 'B' if you have a master data correction. Use Payroll Type 'C' if OPM Payroll Systems processes a Payroll Results Adjustment (Infotype 0221).



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Program Edit Goto System Help

Payroll Driver (USA)

Selections from Search helps

Payroll period

Payroll area 11 08/29/2004 To 09/11/2004

☒ Current period 19 2004

☐ Other period

Selection

Personnel number 111

Personnel area

Business area

Payroll area 11

Cost center

7. Enter date

General program control

Reason for payroll 0011

Off-cycle payroll B 09/18/04

Schema z200

Forced retro.accounting as of

☒ Test run (no update)

8. Enter Z200

2-122

Enter a date using the day after the last pay date for the employee. **Note: If Infotype 0221 adjustment is used - the date for the Off-Cycle simulation field should be the same date as date entered in the Infotype.**

Always use Z200 in the schema field.



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

SAP

Program Edit Goto System Help

Payroll Driver (USA)

Business area
Payroll area 11
Cost center

General program control
Reason for payroll 0011
Off-cycle payroll B 09/18/04
2200

9. Click Display Log

Log
☒ Display log
☐ Display log for time management additionally
Display variant for log

Remuneration statement parameters
☐ Display variant Rem. stateme
☒ No remuneration statement

2-123



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Program Edit Goto System Help

Payroll Driver (USA)

Business area
Payroll area 11
Cost center

General program control

Reason for payroll 0011 Correction-Deductions
Off-cycle payroll B 09/18/2004
Schema Z200
Forced retro.accounting as of
☒ Test run (no update)

10. Click to Display remuneration statement (Optional)

Remuneration statement parameters

☒ Display variant Rem. stateme
☐ No remuneration statement

apay| **11. Enter APAY or ATIP**

2-124

'APAY' is used for all regular earnings.

'ATIP' variant is used for employees with tipped earnings to view tipped earnings/taxes as well as regular earnings.



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

12. Click to execute

Payroll Driver (USA)

Business area

Payroll area 11

General program control

Reason for payroll 0011 Correction-Deductions

Off-cycle payroll B 09/18/2004

Schema Z200

Forced retro.accounting as of

☒ Test run (no update)

Log

☒ Display log

☐ Display log for time management additionally

Display variant for log

Remuneration statement parameters

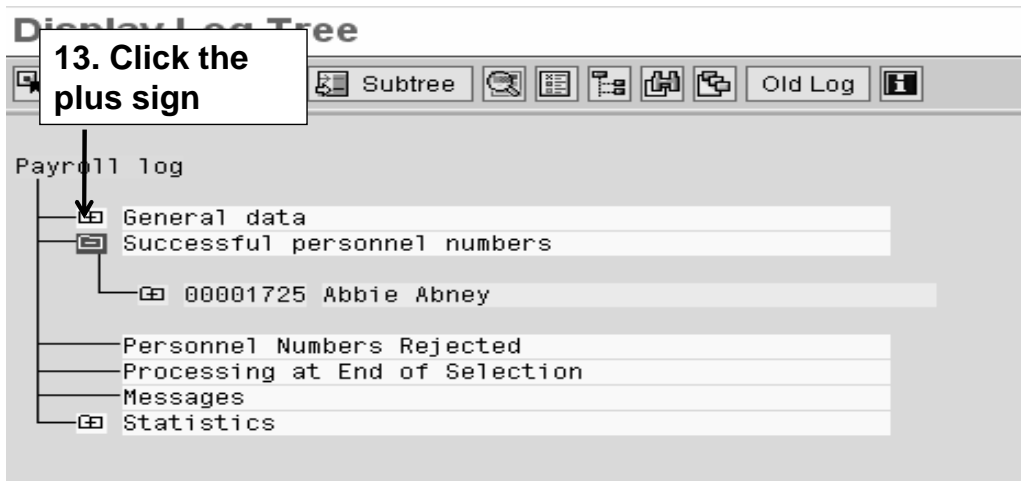
☒ Display variant Rem. stateme apay

☐ No remuneration statement

2-125



Simulation Off-Cycle (PC00_M10_CALC_SIMU)



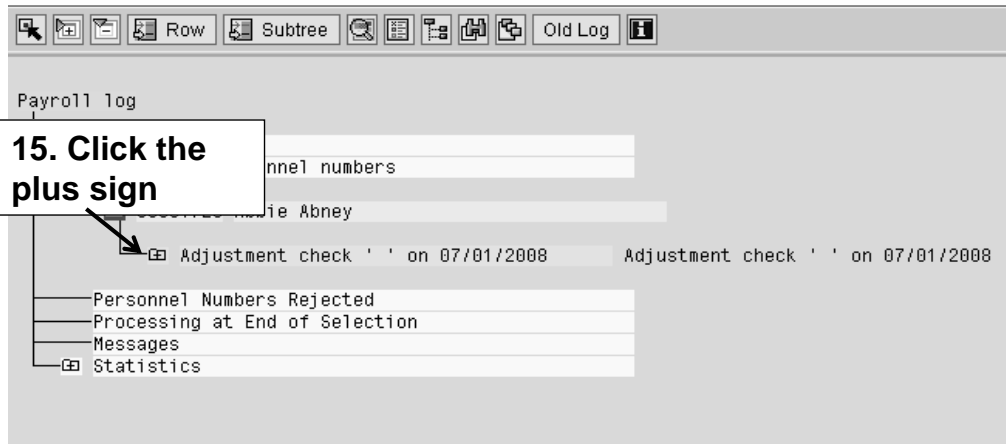
2-126

Click on the plus sign in front of Successful personnel numbers, and then click on each individual to be displayed.



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Display Log Tree

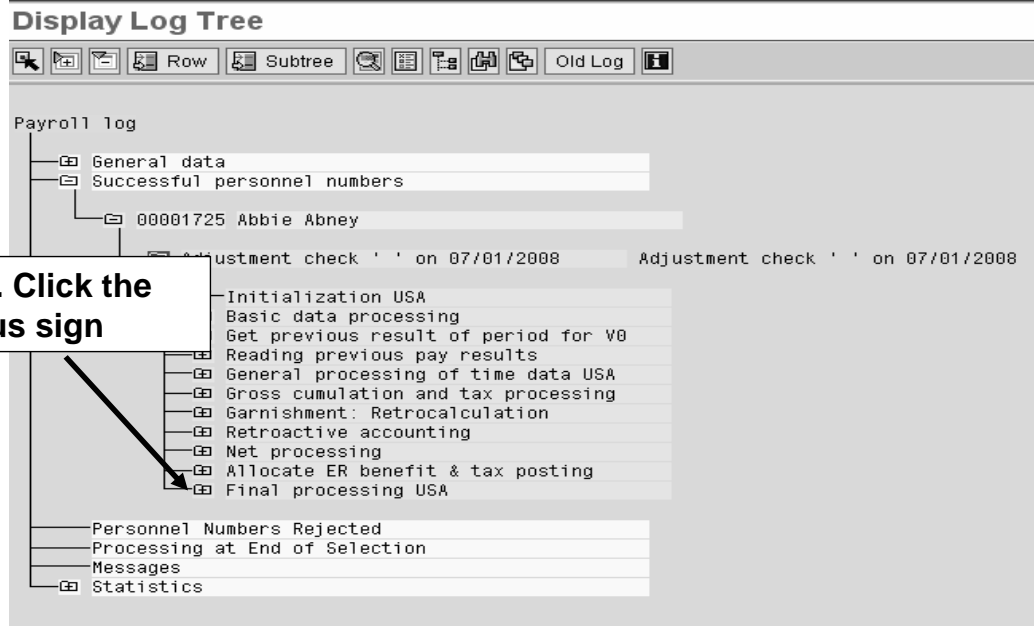


2-127

Click on the plus sign in front of Adjustment check.



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

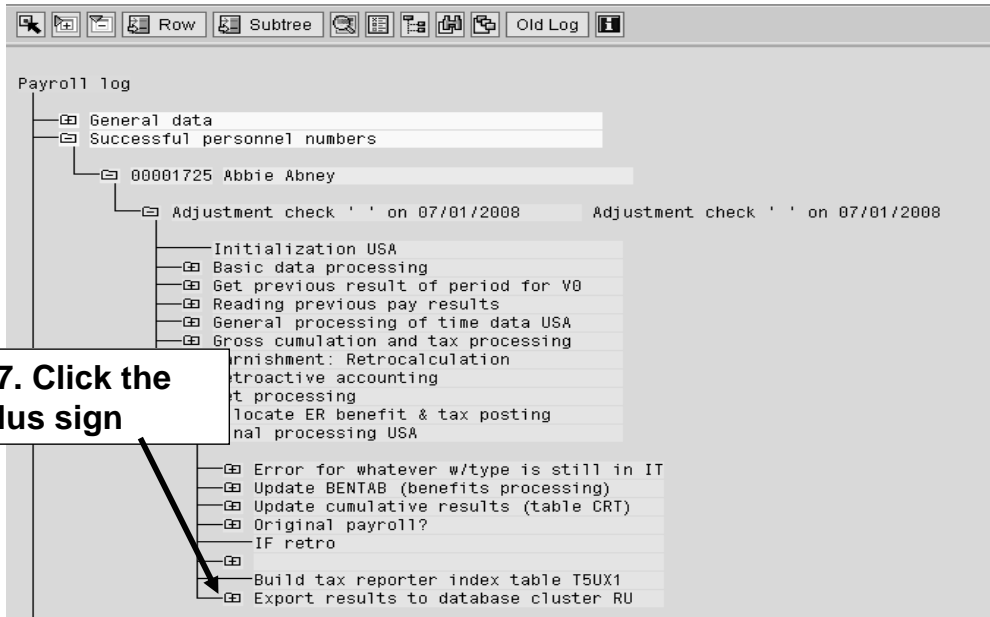


Click on the plus sign in front of 'Final processing USA'.



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Display Log Tree



2-129

Click on the plus sign in front of 'Export results to database cluster RU'.




Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Display Log Tree

Payroll log

- General data
- Successful personnel numbers
 - 00001725 Abbie Abney
 - Adjustment check ' ' on 07/01/2008 Adjustment check ' ' on 07/01/2008
 - Initialization USA
 - Basic data processing
 - Get previous result of period for V0
 - Reading previous pay results
 - General processing of time data USA
 - Gross cumulation and tax processing
 - Garnishment: Retrocalculation
 - Retroactive accounting
 - Net processing
 - Allocate ER benefit & tax posting
 - Processing USA
 - for whatever w/type is still in IT
 - te BENTAB (benefits processing)
 - te cumulative results (table CRT)
 - inal payroll?
 - IF Retro
 - Build tax reporter index table T5UX1
 - Export results to database cluster RU
 - Input
 - Processing
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics

18. Click the plus sign



Click on the plus sign in front of 'Input'.



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Display Log Tree

The screenshot shows a 'Display Log Tree' window with a toolbar at the top containing icons for Row, Subtree, and Old Log. The log tree is expanded to show the following structure:

- 00001725 Abbie Abney
 - Adjustment check ' ' on 07/01/2008 Adjustment check ' ' on 07/01/2008
 - Initialization USA
 - Basic data processing
 - Get previous result of period for V0
 - Reading previous pay results
 - General processing of time data USA
 - Gross cumulation and tax processing
 - Garnishment: Retrocalculation
 - Retroactive accounting
 - Net processing
 - Allocate ER benefit & tax posting
 - Final processing USA
 - Error for whate
 - Update BENTAB (
 - Update cumulat
 - Original payroll
 - IF retro
 - Build tax reporter index table T5UX1
 - Export results to database cluster RU
- Input
 - WPB
 - RT
 - GRT
 - CRT
 - BT
 - ABC
 - C0
 - C1
 - V0
 - DFT
 - VCP
 - ALP
 - LS
 - STATUS
 - NRCT
 - DNRCT
 - AVERAGE
 - MODIF

19. Double-click RT



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

The screenshot shows the SAP HRAPAY simulation interface. At the top, there is a menu bar with options: Display, Edit, Goto, Utilities, Settings, System, and Help. Below the menu bar is a toolbar with various icons. The main window is titled "Detail View of Log". It contains a table with the following data:

Wage Type	Amount
* /401 TX Withho1 02	3.73
* /403 TX EE Soci 01	18.30
* /404 TX ER Soci 01	18.30
* /405 TX EE Medi 01	4.28
* /406 TX ER Medi 01	4.28
* /550 Statutory	45.64-
* /552 Difference	295.20
* /559 Payment 01	249.56
* /560 Amount to	249.56
* /5PY Good Money	295.20
* /5U0 Tot EE tax	45.64
* /5U1 Tot ER tax	22.58
* /5UB Tax base w	588.70
* /601 TB Withho1 01	295.20

2-132

/552 wage type will display the gross difference of pay for the employee.



Simulation Off-Cycle (PC00_M10_CALC_SIMU)

Display Edit Goto System Help

Layout Set Display

DISPLAY PURPOSES ONLY

For questions, Please contact your
Payroll Administrator Amber Justice
at 501371-6037

Check # : <Not assigned>
Check Date: 00/00/0000
Pay Period: 09/18/2004 -

Sharon Bolton		SSN.	996-59-8570		Employee#.	111	
1509 Circle Street		FED	01	00	00	0.00	
Little Rock AR 72202		AR	01	00	00	0.00	
Hrly Rate: \$							

EARNINGS	WrkHrs	CURRENT	YTD	TAXABLE EARNINGS	CURRENT
Difference prev. Perio		295.20		FED	
Regular working time			10,596.60	TX Withholding Tax	295.20 11,
Shift premium			32.40	TX EE Social Security	295.20 11,
Max Security/Haz Duty			129.60	TX EE Medicare Tax	295.20 11,
Unsch Aft Hrs-RN-\$33			198.00	State AR	
Holiday pay			470.96	TX Withholding Tax	295.20 11,
Vacation pay			117.74		
Total Earnings - Cum.		295.20	11,545.30		

TAXES	CURRENT	YTD
FED		
TX Withholding Tax	19.33	1,158.79
TX EE Social Security	18.30	715.81
TX EE Medicare Tax	4.28	167.41
State AR		

2-133

The amount of the difference from the previous period (regular paycheck) will be displayed.